



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

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**REQUEST FOR AUTHORITY TO PRACTICE PROFESSION**

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\_\_\_\_\_ Date

**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Sir,

In compliance with CSC MC No. 5 s. 1966, I have the honor to request permission to practice profession after office hours. In this connection, I am submitting the following information, about myself.

1. Name: \_\_\_\_\_  
 (Last) (First) (Middle) Civil Status

2. Position: \_\_\_\_\_ 3. Office/Unit: \_\_\_\_\_

4. Nature of Duty: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Performance Rating for the Last Rating Period \_\_\_\_\_  
 (Points) (Description)

6. Educational Qualifications:	(Points)	(Description)
College/University		Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Official Working Hours/Schedule within SDO Kabankalan City	8. Work to be performed outside SDO Kabankalan City
Specific Time and Date	Specific Time and Date
_____	_____
_____	_____

I certify upon my word of honor that I have read at the back hereof the rules and regulations governing practice of profession after office hours.

\_\_\_\_\_ (Signature over Printed Name) \_\_\_\_\_ (Date)

Noted:

\_\_\_\_\_ (Signature over Printed Name of School/Section/Unit Head) \_\_\_\_\_ (Date)

Approved:

**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent \_\_\_\_\_ (Date)



**Policy on Entrepreneurial activities of Government Employees per MC No. 32, s. 1993**

1. That government employees shall strictly observe Section 7, paragraphs (a), (b), and (c) of R.A. 6713 which declares as unlawful the following acts and transactions of any public officials and employee:

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(a) Financial and material interest – public officials and employees shall not, directly have any financial or material interest in any transaction requiring the approval of their office.

(b) Outside employment and other activities related thereto.

- public officials and employees during their incumbency shall not,

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their own profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

2. That the conduct of business or economic ventures shall not be in conflict or tend to conflict with the official functions of the public official or employee;

3. That the conduct of business or economic ventures shall not be done during office hours nor within the required forty (40) hour work week period; and

4. That the public official or employee shall not in any manner use government resources, facilities, equipment and supplies in the conduct of his or her business or economic ventures.