



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

DIVISION MEMORANDUM

No. 389, s. 2023

OCT 17 2023

GUIDELINES ON THE REQUEST FOR PERMISSION TO TEACH

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. The teaching profession is continuously evolving to make strategies relevant to the demands of education and society today. For such evolution to take place, diverse opportunities must be made available not only as a right but also as a way of supporting the professional development of those engaged in the teaching profession.
2. Nevertheless, to ensure that the delivery of government service as mandated by law come over and above any other personal commitments and endeavors by employees, this Office, issues these guidelines applicable to teaching, related-teaching, and non-teaching personnel of the Schools Division of Kabankalan City who intend to engage in the practice of teaching including tutorial services, whether face-to-face or virtual, in private schools, SUCs, LUCs, online platforms, and other institutions.
3. For uniform interpretation, teaching shall refer to both face-to-face or virtual engagement with learners in enabling their understanding and application of knowledge which includes design, content selection, delivery, and assessment. Thus, online tutorial services shall likewise be covered by this Memorandum.
4. These guidelines are anchored mainly to RA 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees which states that public officials and employees shall not engage in the private practice of their profession unless authorized by the constitution or law, provided that such practice will not conflict or tend to conflict with their official functions.
5. More specifically, these guidelines are in adherence to the following:
 - a. Section 12 of Rule XVIII of the Revised Civil Service Commission (CSC) Rules which requires government employees to obtain a permit from the head of the Department, to wit:

"Sec. 12. No officer or employee shall engage directly in any private business, vocation, or profession or be connected with any commercial, credit, agricultural, or industrial undertaking without a written permission from the head of Department: Provided, that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that their entire



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*time be at the disposal of the Government: **Provided, further, that if an employee is granted permission to engage in outside activities, the time so devoted outside of office hours should be fixed by the chief of the agency to the end that it will not impair in any way the efficiency of the officer or employee:** And provided, finally, That no permission is necessary in the case of investments, made by an officer or employee, which do not involve any real or apparent conflict between his private interests and public duties, or in any way influence him in the discharge of his duties, and he shall not take part in the management of the enterprise or become an officer or member of the board of directors”,*

b. Section 18, Rule XIII of CSC Memorandum Circular (MC) No. 15, s. 1999 provides that:

“SEC. 18. Unless otherwise provided by law, no officer or employee shall engage directly or indirectly in any private business or profession without a written permission from the head of agency. Provided that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities required that their entire time be at the disposal of the government: Provided further, that if an employee is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed by the head of the agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions.”

6. Pursuant to part E of DepEd Order No. 5, s. 2008, the Schools Division Superintendent is the approving authority on requests for permission to teach or practice of profession by school-based and SDO-based personnel.
7. No government official or employee shall engage in any teaching or tutorial activity, whether face-to-face or online, during regular office hours (6 hours actual teaching and additional 2 hours to complete the 8 hours required) even if the time spent is covered by corresponding vacation leave.
8. Permission to teach may be granted only for subjects or courses which are related to the field of work of the employee concerned.
9. If permission is to be granted, teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than three (3) hours a day on regular working days (Monday to Friday).
10. Moreover, only those whose latest performance ratings are at least Very Satisfactory shall be allowed to practice their profession to teach to ensure that the official or employee may reasonably be allowed additional tasks without impairing their efficiency detrimental to the delivery of government services.
11. No official or employee shall be allowed to teach or provide tutorial services in any school or institution over which he/she directly or indirectly exercise jurisdiction, control, supervision, or influence by reason of his office or position in the



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- government in contemplation of the Anti-Graft and Corrupt Practice and the prohibited Acts under the Code of Ethics.
12. Officials and employees applying for permission to teach must be physically fit in order not to prejudice the performance of their duties, and for this purpose, they shall submit with their application a record of their physical and medical examination showing such fitness, duly certified by a government physician.
 13. *Enclosure No. 1* of this Memorandum is the prescribed format for the request of teachers for permission to teach or practice of profession which shall be submitted together with his/her official loads with class schedule, signed by the school head.
 14. To ensure compliance to the load limitation, the applicant shall submit a certification from the authorized official of the private school or entity, where the profession is to be practiced, as to his/her loads with the corresponding number of units and the schedule, addressed to the Schools Division Superintendent.
 15. Once granted, the permission shall be valid only within the school year from its issuance except for college/graduate teaching which shall be on a semestral basis.
 16. Permission to teach may be withdrawn or revoked by the proper authority at any time whenever the exigency of the service so requires, or if the conditions prescribed herein have been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misinterpretations on the part of the applicant.
 17. Immediate dissemination of and compliance with this Memorandum are desired.

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Officer-In-Charge
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