



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 19, 2024

**DIVISION MEMORANDUM**

No: 0065, s. 2024

**REITERATION ON THE POLICY ON THE PRIVATE PRACTICE OF PROFESSION  
OR EMPLOYMENT IN PRIVATE SCHOOL**

To: Assistant Schools Division Superintendent  
Chief Schools Governance and Operations Division (SGOD)  
Chief Curriculum Implementation (CID)  
All Heads of Units-OSDS  
All School Heads  
All Others Concerned

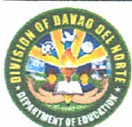
1. Herewith is the Regional Memorandum AD-2024-038 dated February 12, 2024 with attachments relative to the reiteration on the Policy on the Private Practice of Profession or Employment in Private Schools. Further information can be found in the enclosed document.
2. Widest dissemination of this information is desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



PER/rbg

Page 1 of 1



Address: Mankilam, Tagum City, Davao del Norte  
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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

AD-2024-038

To : Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions

Subject: REITERATION ON THE POLICY ON THE PRIVATE PRACTICE OF  
 PROFESSION OR EMPLOYMENT IN PRIVATE SCHOOLS

Date : February 12, 2024

Herewith is Regional Memorandum No. 033, series of 2021 dated April 29, 2021 entitled Policy on the Private Practice of Profession or Employment in Private Schools by School Heads, Teachers, and Other Employees, informing the concerned on the proper conduct for DepEd personnel when practicing the profession in private sector.

This Office hereby reminds the concerned teaching and non-teaching personnel in securing the approval of permission to teach or practice of profession, monitored by the School Heads, Schools Division Superintendents, or Chiefs of the Functional Divisions, based on Annex C to DepEd Order No. 001, series 2023:

Office/Position	Recommending Approval	Approval
<b>Regional Office</b>		
1. Division Chief	ARD	RD
2. Below Division Chief	Division Chief	RD
<b>Schools Division Office</b>		
1. SDS / ASDS	RD	Undersecretary for HROD
2. Division Chief	ASDS	SDS
3. Below Division Chief	Division Chief	SDS
<b>Schools</b>		
1. School Head/ Head Teacher	ASDS	SDS
2. Teaching & Non-Teaching Personnel	School Head and ASDS	SDS

For information and strict compliance.

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
 Director IV

Enclosed: As stated.

By:   
 Date: Feb. 14, 2024  
 27772

ROA3/PS/ljtj

**E. PERSONAL FOREIGN TRAVEL**

Office/Position	Recommending Authority	Approving Authority
<b>a. Central Office</b>		
1. Undersecretary and Assistant Secretary	None	Undersecretary for HROD
2. Bureau/Service Director, and Executive Director	None	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
3. Division Chief, and Below	Bureau/Service Director concerned	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
4. Offices/Units/Staff Complement - Office of the Secretary (OSEC)	Director concerned as may be applicable	Head Executive Assistant
5. Offices/Units/Staff Complement - Office of the Undersecretary/Assistant Secretary	None	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
<b>b. Regional Office</b>		
1. Regional Director (RD)	None	Undersecretary for HROD
2. Assistant RD	RD	Undersecretary for HROD
3. Division Chief, and Below	ARD	RD
<b>c. Division Office</b>		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for HROD
2. Division Chief, and Below, including PSDS	SDS	RD
<b>d. Schools</b>		
1. School Head	SDS	RD
2. Teaching personnel, and Non-teaching personnel	SDS	RD
<b>e. Attached Agencies</b>		
1. Head of Attached Agency	None	Head Executive Assistant
2. Local official travel of other officers and personnel of DepEd Attached Agencies shall be governed by their internal agency rules and procedures.		

**F. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION**

Office/Position	Recommending Approval	Approval
<b>a. Central Office</b>		
1. Undersecretary/Assistant Secretary	None	Undersecretary for HROD

Office/Position	Recommending Approval	Approval
2. Bureau/Service Directors	Undersecretary/ Assistant Secretary in charge	
3. Division Chief	Bureau/Service Directors	
4. Below Division Chief	Division Chief in charge	
<b>b. Regional Office</b>		
1. RD/ARD	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD
3. Below Division Chief	Division Chief and ARD	RD
<b>c. Schools Division Office</b>		
1. SDS/ASDS	RD	Undersecretary for HROD
2. Division Chief	ASDS	SDS
3. Below Division Chief	Division Chief	SDS
<b>d. Schools</b>		
1. School Head/Head Teacher	ASDS	SDS
2. Teaching and Non- teaching personnel	School Head and ASDS	SDS
<b>e. DepEd Lawyers</b>		
Limited authority to teach or practice law for: 1. Attorney positions across governance levels 2. Other non-lawyer item in DepEd	<b>CO</b> - Bureau/Service Director and Assistant Secretary for Legal and Legislative Affairs  <b>RO and SDO</b> - Regional Director in charge and Assistant Secretary for Legal and Legislative Affairs	Undersecretary for Legal and Legislative Affairs

**G. APPLICATIONS FOR SICK / VACATION / STUDY / MATERNITY / PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS**

**i. Sick/Vacation/Study/Maternity/Paternity Leave**

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
<b>a. Central Office</b>				
1. Undersecretary	None	Undersecretary for HROD	None	Undersecretary for HROD

January 23, 2024

**ALLAN G. FARNAZO**  
Regional Director  
Department of Education  
Regional Office XI  
F. Torres St., Davao City

**Thru: ARD REBONFAMIL R. BAGUIO**

Dear Director Farnazo:

It has been observed here in our division that many of our DepEd employees are engaging in teaching in other Colleges/universities even if they are a permanent employee/ a plantilla to DepEd.

Some are going out early from a certain public schools/ deped offices in weekdays and halfday only on Fridays just to reach/catch up their late afternoon/night and Saturdays and Sundays part time classes.

May we know in the field and as the external stakeholders if you allow them and if they have approved permit to teach to other colleges/universities?

Is there an inventory/list of your personnel by district/school engaging in this double compensation/s employment?

Please give preferential attention to this!

Salamat Po,

  
**Concerned Stakeholder**



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

April 29, 2021

REGIONAL MEMORANDUM  
 No. 033, s. 2021

**POLICY ON THE PRIVATE PRACTICE OF PROFESSION OR EMPLOYMENT IN PRIVATE SCHOOLS BY SCHOOL HEADS, TEACHERS, AND OTHER EMPLOYEES**

To : Schools Division Superintendents/ OIC-SDSs  
 Elementary and Secondary School Heads  
 Teaching, Teaching-Related and Non-Teaching Personnel  
 All Others Concerned

1. This is to reiterate Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 and Section 7 of Republic Act No. 6713 s. 1989, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" relative to the private practice of profession or employment in private schools and other entities of all region and division offices and school employees, teaching and non-teaching personnel. The specific details of these issuances were presented in Enclosure No. 1.
2. Pursuant to the above issuances, in securing permit to teach, all teaching, teaching-related and non-teaching personnel of DepEd Davao Region shall adhere to the guidelines and policies stipulated in Enclosure No. 2 of this memorandum.
3. Regional Chiefs of the Functional Divisions, Schools Division Superintendents, and School Principals / Officers-In-Charge (OIC) are directed to formulate and enforce their own rules and procedures to ensure that no employee is violating this policy, provided that such rules and procedures are not in conflict with any existing laws and regulations. Further, before every semester/trimester ends, the Division Chiefs and Public Schools Division Superintendents (PSDS) or District Head, through the Personnel Sections in the Regional Office and Schools Division Office, are to submit the list of DepEd employees who are engaging in part-time activities to the approving authorities.
4. For immediate dissemination and strict compliance.

for **ALLAN G. FARNAZO**  
 Director IV

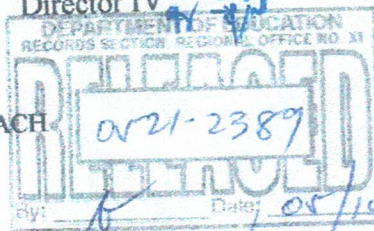
Enclosed: As Stated.

To be indicated in the Perpetual Index under the following subjects:

PERSONNEL

PERMISSION TO TEACH

ROAS/PS/ljtj



Address: F. Torres St., Davao City (8000)  
 Telephone Nos. : (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**Enclosure 1: Policy on the Private Practice of Profession or Employment in Private School by School Heads, Teachers, and Other Employees**

1. Pursuant to Republic Act No. 6713, otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*," Section 7.b, provides that, "Outside employment and other activities related thereto. Public Officials and employees during their incumbency shall not engage in the private practice of their profession unless authorized by the Constitution or Law, provided, that such practice shall not conflict or tend to conflict with their official functions."
2. Section 12, Rule XVII of the Revised Civil Service Rules provides that: "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 the Department: Provided, that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require 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 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," subject to any additional conditions which the head of the office deems necessary in each particular case in the interest of the service, as expressed in the various issuances of the Civil Service Commission.
3. Corollary to this, the Civil Service Commission Memorandum Circular No. 15, s. 1999, Section 18 provides, "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 require 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."<sup>22</sup>
4. The Department of Education in the interest of the service and in order to keep up with the issuances and policies, the Code of Signing Authorities on Administrative and Financial Matters to Central and Field Offices, issued DepEd Order No. 5, s. 2008, identifying the approving authorities on requests for permission to teach, exercise a profession, or engage in business outside of office hours subject to observance of and compliance with relevant CSC standards and guidelines, such as Memorandum Circular No. 32, s. 1993, among others.



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

Field Office		Recommending	Approving
Regional Office	Above Division Chief	USEC for Planning & Field Operations	USEC for Finance & Admin
	Division Chief	Asst. Regional Director	Regional Director
	Below Division Chief	Division Chief	Asst. Regional Director
Division Office	Division Chief	Schools Division Superintendent	Asst. Regional Director
	Below Division Chief	Division Chief	Schools Division Superintendent
School	School Personnel	School Head / Principal	Schools Division Superintendent

5. Pursuant to the above issuances, in securing permit to teach, all teaching, teaching-related and non-teaching personnel of DepEd Davao Region shall adhere to the following:
- 5.1 Permission to teach may be granted only for subjects, courses and fields of study which are related to the particular field of work of the official or employee.
  - 5.2 If permission to teach shall be granted, teaching load or tutor load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach and tutor more than three (3) hours a day on regular working days. This shall include the teaching and tutor load for classes which are conducted through **online platforms**, distance learning and Open University programs of tertiary schools.
  - 5.3 On the basis of approval, only applicants with outstanding performance shall be permitted to teach in the private institutions.
  - 5.4 The conduct of classes whether through actual classroom contact or through online platforms shall be undertaken only after class hours for teaching personnel and after office hours for non-teaching personnel. Travel time from the employee's official station to the school or institution should be after class or office hours, as the case may be.
  - 5.5 No official or employee shall be allowed to teach and tutor in any school or institution over which he/she directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his/her position in the government in contemplation with the Republic Act. No 3019 s. 1969 otherwise known as the "Anti-Graft and Corrupt Practices Act" and the Prohibited Acts under the Code of Ethics.
  - 5.6 The Regional Director (RD) is the approving authority on requests for permission to teach or practice of the profession by the Division and Regional office personnel. While the Schools Division Superintendent (SDS) is the approving authority on the request for permission to teach or practice of profession by the school personnel.



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DAVAO REGION

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**Office of the Regional Director**

- 5.7 School employees / officials applying for permission to teach shall write a letter to the SDS through the Personnel Section, accompanied by a statement of his/her official load from the DepEd school with the class schedule, signed by the School Head / District or Cluster Head.
  - 5.8 In the case of Division and Regional office personnel, the same letter shall be secured and shall be addressed to the RD through the Administrative Services Division, duly noted by the functional division chief / or by the section /unit head, accompanied by the latest Position Description Form.
  - 5.9 The Personnel Sections in the Regional Office (RO) and in the Schools Division Office (SDO) shall record and secure the copy of the approved permit to teach from the applicant.
  - 5.10 To ensure compliance to 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 teaching loads with corresponding number of units and the class schedules, addressed to the RD or the SDS.
  - 5.11 The permission to teach shall be on per semestral basis.
  - 5.12 Permission to teach may be withdrawn or revoked at any time whenever the exigencies of the service so requires, or if the herein conditions prescribed has been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentation of facts on the part of the applicant.
  - 5.13 Those who would like to seek permission to teach must submit the above-stated documents to their RO or SDO at least fifteen (15) calendar days before engaging in such activities. It is reiterated that without the written approval from the SDS or RD, no one is allowed to pursue part-time work.
  - 5.14 Public school, SDO, and RO facilities and internet connectivity must not be used for holding unauthorized classes, and other online activities.
6. Personnel Unit of the SDO shall consolidate all requests and submit to the RO the summary of report every semester/trimester using the online Google template through the link [https://docs.google.com/spreadsheets/d/1U0xzOKakD\\_kggGWthsERGDZWqC4DluUwqFVTo-ZON3A/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1U0xzOKakD_kggGWthsERGDZWqC4DluUwqFVTo-ZON3A/edit?usp=sharing)
  7. Attached are the templates for Permit to Teach for private schools, SUCs, LUCs, Online Platform classes, and other institutions, and the Semestral Report on DepEd Personnel / Teachers with Permit to Teach for reference.



## PERMIT TO TEACH

Date \_\_\_\_\_

**ALLAN G. FARNAZO, CESO IV**  
 Director IV  
 DepEd Region XI  
 Davao City

Sir:

I am \_\_\_\_\_, \_\_\_\_\_ of  
 (Name) (Position)  
 \_\_\_\_\_ would like to request for a permission to teach in  
 (Name of Office)  
 \_\_\_\_\_ every \_\_\_\_\_ for the \_\_\_\_\_ semester  
 (Name of College / University)

SY \_\_\_\_\_. I am a graduate of \_\_\_\_\_ with units in  
 \_\_\_\_\_  
 (Graduate / Post-Graduate)

My teaching loads are:

SUBJECT	DAY	TIME	UNITS
			TOTAL:

It is my great desire to impart / share my knowledge to Education students, who aspire to become teachers in the Department of Education someday.

My \_\_\_\_\_ (number of years) teaching experience and my trainings and seminars have equipped me to discharge my functions as well as a college instructor. Above all, my exposure to this kind of work will enhance my professional growth at the same time an additional income for my family.

Furthermore, my office \_\_\_\_\_ is located at, \_\_\_\_\_  
 (Name of Office)  
 \_\_\_\_\_ and is \_\_\_\_\_ kilometers to where I intend to do part-time teaching.

Rest assured that this part-time teaching will not be detrimental to my major mandate as a \_\_\_\_\_.

In ending, I hope that this earnest request will meet your most favorable action and preferential attention.

Very truly yours,

\_\_\_\_\_  
 Name & Signature of DepEd Personnel

## PERMIT TO TEACH

Date \_\_\_\_\_

Schools Division Superintendent  
 Name of Division \_\_\_\_\_  
 Address \_\_\_\_\_

Sir / Madam:

I am \_\_\_\_\_, \_\_\_\_\_, of  
 (Name) (Position)  
 \_\_\_\_\_ would like to request for a permission to teach in  
 (Name of School)  
 \_\_\_\_\_ every \_\_\_\_\_ for the \_\_\_\_\_ semester  
 (Name of College / University)

SY \_\_\_\_\_. I am a graduate of \_\_\_\_\_ with units in  
 \_\_\_\_\_  
 (Graduate / Post-Graduate)

My teaching loads are:

SUBJECT	DAY	TIME	UNITS
			TOTAL:

It is my great desire to impart / share my knowledge to Education students, who aspire to become teachers in the Department of Education someday.

My \_\_\_\_\_ (number of years) teaching experience and my trainings and seminars have equipped me to discharge my functions as well as a college instructor. Above all, my exposure to this kind of work will enhance my professional growth at the same time an additional income for my family.

Furthermore, my office \_\_\_\_\_ is located at \_\_\_\_\_  
 (Name of School)  
 \_\_\_\_\_ and is \_\_\_\_\_ kilometers to where I intend to do part-time teaching.

Rest assured that this part-time teaching will not be detrimental to my major mandate as a public school teacher.

In ending, I hope that this earnest request will meet your most favorable action and preferential attention.

Very truly yours,

\_\_\_\_\_  
 Name & Signature of DepEd Teacher

Recommending Approval:

\_\_\_\_\_  
 Name of School Head / Principal

Letterhead

**SEMESTRAL REPORT ON DEPED TEACHERS WITH PERMISSION TO TEACH**

Date

Name of Schools Division Superintendent  
Position  
Address

Sir / Madam:

May I have the honor to submit the Report on DepEd Teachers with Permission to Teach for this \_\_\_\_\_ Semester, SY 2021-2022.

Name of Personnel	Name of School / Work Station	Position	Highest Degree Earned	College / University doing Part-Time Teaching	Number of Teaching Loads Given
I.					

Attached herewith are the certifications from the authorized official of the College / University where the part-time teaching services are rendered relative to the teaching loads given to the concerned and the specific class schedules.

It is hoped that your Office finds the submitted documents in order.