



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 5, 2025

DIVISION MEMORANDUM

No. 183, s. 2025

REITERATING GUIDELINES ON PRIVATE PRACTICE OF PROFESSION

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. It has been observed that employees who pursue private business, vocation, or profession submit their requests later than the reglementary period, which is at least **fifteen (15) calendar days** before engaging in such activities.
2. Relative thereto, this Office reiterates the guidelines governing the private practice of profession, which shall take effect upon the release of this Memorandum until rescinded or repealed.
3. All DepEd Schools Division of Pampanga personnel who wish to teach in any public and private higher education institution, or currently rendering part-time work or engaged in private business or vocation shall submit to the Schools Division Superintendent through the Administrative Office duly endorsed by the School Head or his/her immediate superior, the following documents for approval:
 - a) Letter of request (Enclosure A) to pursue private business, vocation, or profession addressed to the Superintendent and duly endorsed by the principal or the official next in rank;
 - b) Copy of the requesting employee's class or work schedule (teaching) and workweek plan (non-teaching) certified by the principal or the official next in rank;
 - c) Certification from the authorized official of the private school or entity where the profession is to be practiced, as to their loads with the corresponding number of units and the schedule, and



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d) Medical certificate attesting to the requesting employee's fitness, duly certified by a government physician.

4. As per Republic Act 6713 otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees "and its implementing rules and regulations, engagement in the private practice of profession by public officials and employees is a ground for administrative disciplinary action, unless authorized by the law or regulation, provided that such practice will not conflict or tend to conflict with official function.

4.1. Section 12 of Rule XVIII of the Revised CSC Policies similarly requires government employees to obtain a permit from the head of the Department, to wit:

Section 12. "No officer or employee shall engage directly in any private business, vocation, or 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 other officer or employee. And provided, finally, that no permission is necessary in the case 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".

4.2. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s.1999 provides to wit:

Section 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 his 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 devoted outside of office hours should be fixed by the head of agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict of interest with official functions".



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4.3. CSC Memorandum Circular No. 5, s. 1996 and other CSC Circulars, R.A. 6713, and R.A. 3019, all are adhering the following to wit:

On Teaching Job

- a) There shall be absolutely no teaching by government officials and employees during office hours, even if the time spent is covered by corresponding vacation leave;
- b) Permission to teach may be granted only for subjects or courses that are related to the particular field of work of the official or employee concerned or for special fields or subjects where there is a dearth of qualified teachers.
- c) 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).
- d) No official or employee shall be allowed to teach 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 government in contemplation of the Anti-Graft and Corrupt Practice and the prohibited Acts under the Code of Ethics.
- e) 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.
- f) Pursuant to part E of DepEd Order No. 5, s. 2008, the Schools Division Superintendents are the approving authorities on requests for permission to teach or practice of profession by school personnel and Division Office personnel while the Regional Director is the approving authority on requests for permission to teach or practice of profession by Regional Office personnel.
- g) Request for teachers for permission to teach or practice of profession shall be accompanied by a statement of his/her official loads with schedule, signed by the school heads.
- h) To ensure compliance to load limitation, the applicant shall submit a certification from the authorized official of the private



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school or entity, where the profession is to be practiced, as to his/her loads with corresponding number of units and the schedule, addressed to the concerned Schools Division Superintendent/Regional Director.

- i) The permission shall be good for one school year except for college/graduate teaching, which shall be on a semestral basis.
- j) 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 have been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentations on the part of the applicant.

On Other Jobs/Related Activities

- k) No public official or employee shall hold in any school, college, or university any position or assignment involving management or administrative duties and or responsibilities.
- l) No public official or employee shall have any academic engagement, including but not limited to attending faculty meetings, serving as a research panel member, etc., in any private school, college, or university where he or she has part-time employment during his or her official hours.
- m) School, college, or university engaging in the service of a public official or employee after official time shall observe the limitation. The certification on the load shall be deemed an official action of the school concerned unless proven otherwise. As such, any untruthful certification on load or any entry thereof shall be acted upon accordingly.

5. Violation of the policy of seeking written permission before pursuing private business, vocation, or profession carries serious consequences since this may be considered either a light offense or a less grave offense. Based on the Revised Rules of Procedure of the Department of Education in Administrative Cases as contained in DepEd Order No. 49, s. 2006, light offenses have the following corresponding penalties: 1st offense - Reprimand; 2nd offense - Suspension of one (1) to thirty (3) days; 3rd offense - Dismissal. Less grave offenses, on the other hand, have the following consequences: 1st offense - Suspension for one (1) month and one (1) day to six (6) months; 2nd offense - Dismissal.

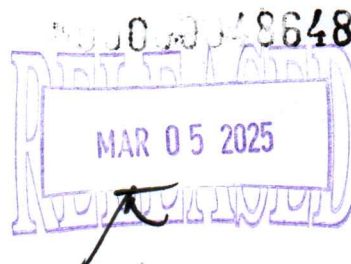


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6. Effective immediately, employees seeking permission to pursue private business activities, vocations, or professions must submit the necessary documentation to this Office at least fifteen (15) calendar days before engaging in any such activities. Be reminded that without written permission from the head of the agency, no one is allowed to pursue part-time work.
7. In no instance will an employee have a class/work schedule from 5:00 pm, especially School Heads and Supervisors, since they must complete the required government work hours, which is eight hours from 8:00 am – 12:00 nn and 1:00 pm – 5:00 pm.
8. Enclosure A of this Memorandum is the prescribed format for the request for permission to teach or practice of profession which shall be submitted together with the official loads/ work or class schedule of the employee, signed by the school head. And Enclosure B shall be the prescribed format for the Endorsement signed by the School Head or Immediate Superior.
9. Wide dissemination and strict compliance with this Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/03-018-25





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Date

THE SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division of Pampanga
 Brgy. Lourdes, High School Blvd.,
 City of San Fernando (P)

Subject: Request for Permit to Teach/Practice Private Profession

Dear Sir/Madam,

I am writing to request permission to engage/pursue private practice of my profession in accordance with Section 12, Rule XVIII of the Revised Civil Service Commission (CSC) Rules, Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 5, s. 1996, other relevant CSC circulars, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), and Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act).

Name of Teacher:	
Position:	
School/District/Cluster:	
School where the applicant plans to teach:	<i>*Include the school's address</i>
Latest Performance Rating in the last rating period:	<i>*Numerical and adjectival</i>

List of Subjects to Teach

1st Sem. 2nd Sem. Trimester S.Y. _____ A.Y.

Subjects	Units	Day	Time
----Nothing follows----			

I assure you that my private practice will not interfere with my official duties and responsibilities as a **Position** at **Present Station**. I will strictly observe all rules and regulations governing such practice, ensuring it does not conflict with my obligations as a public servant.

Attached are the necessary supporting documents for your review. I respectfully seek your approval of this request and look forward to your favorable response.

Thank you for your time and consideration. Should you require further details, please do not hesitate to contact me through **(contact number)** and/or email at **(email address of the employee)**.

Very truly yours,



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Signature Over Printed Name of the Applicant

Position

A. CERTIFICATION

This is to certify that Mr./Ms. **(Name of Employee)** is given the above teaching loads with **(Name of School/College/University)**. This is to further certify that he/she is only a part-time faculty of this school, and the institution is aware that he/she is primarily connected with the DepEd Schools Division of Pampanga.

Signature Over Printed Name of
School/College/University Dean

Date Signed

B. RECOMMENDATION OF THE SCHOOL HEAD/IMMEDIATE SUPERIOR

- () Recommending approval
 () Does NOT recommend approval
 Due to (cite specific reason/s):

Signature Over Printed Name of the
School Head/Immediate Superior

Date Signed

C. To be filled by Division Personnel

Please complete the information below before forwarding this request to the Schools Division Superintendent:

Mandatory Requirements as per RM No. 180, s.2018		Remarks
Documents Verified:	<input type="checkbox"/> Letter of request to pursue private business, vocation, or profession addressed to the Superintendent and duly endorsed by the principal or the official next in rank	
	<input type="checkbox"/> Class or work schedule (teaching) / workweek plan (non-teaching) certified by the principal or the official next in rank;	
	<input type="checkbox"/> Certification from the authorized official of the private school or entity where the profession is to be practiced, as to	



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	their loads with the corresponding number of units and the schedule <input type="checkbox"/> Medical certificate signed by a government physician	
Action Taken	<input type="checkbox"/> Forwarded for Approval to SDS <input type="checkbox"/> Returned for Compliance <input type="checkbox"/> Returned Without Favorable Action	
Processed by:		Date Processed:

D. ACTION OF THE APPROVING AUTHORITY

Upon evaluation of your application by this office, this request for permission to teach is hereby:

() Approved () Denied

In accordance with the provisions of Memorandum Circular No. 17, s. 1986, CSC Memorandum Circular No. 5, s. 1996 and other CSC Circulars, R.A. 6713, and R.A. 3019 and under the following conditions:

- i. *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.*
- ii. *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.*
- iii. *The teaching load shall be limited to twelve (12) hours a week, and in no case shall be allowed to teach more than three (3) hours a day on regular working days (Monday to Friday).*

**Signature Over Printed Name of the
 Schools Division Superintendent**

Date Signed: