

Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

September 4, 2024

DIVISION MEMORANDUM

No. 412 s, 2024

**REITERATION OF GUIDELINES ON THE PRIVATE PRACTICE OF PROFESSION  
BY GOVERNMENT OFFICIALS AND EMPLOYEES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SGOD and CID Personnel  
OSDS Unit Heads and Personnel  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office reiterates existing Civil Service Rules and Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules and Regulations relating to the private practice of profession or employment in private schools, colleges and universities and other entities by government officials and employees.

2. Section 136, Rule XII (Prohibitions) of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions states that:

*“No officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under Republic Act No. 6713 and other special laws. Provided further that the following requirements/conditions are met:*

- a. *Written permission from head of agency must be secured and renewed annually;*
- b. *Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions and must be fixed by the head of agency; and*
- c. *Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.”*

3. Republic Act 6713 also prohibits the private practice of profession by government officials and employees, unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with official functions.

4. Accordingly, all SDO Catanduanes officials and employees are enjoined to adhere to the following:

- a. Permission to teach may only be granted for subjects or courses related to the field of work of the official or employee concerned.
- b. Permit to teach outside official time may be granted if teaching loads do not exceed three (3) hours a day on regular working days (Monday to Friday).
- c. Requests of teachers for permission to teach shall be accompanied by a statement of his/her official teaching loads and schedule in DepEd signed by the School Principal.



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- d. The applicant shall submit a certification from the authorized official of the private school or the entity where the profession is to be practiced as to his/her teaching/workloads with the corresponding number of units and/or schedule.
  - e. The request shall be valid on a semestral basis while permission to engage in business shall be per contract basis not exceeding one (1) year.
  - f. Private practice of profession during official time and office hours will not be allowed, even if the time spent is covered by corresponding vacation leave.
  - g. In the case of DepEd Lawyers, the limited practice of a profession shall be subject to the terms and conditions stated on the approved request for authority to engage in the limited practice of the profession.
  - h. Depending on the location of the private practice, there should at least be thirty (30) minutes to one (1) hour interval between the close of the official time or office hours and the time of private practice.
  - i. No official or employee shall be allowed to teach or practice a profession in any school or institution over which s/he directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position.
  - j. Officials or employees seeking permission to teach or practice a profession must be physically fit so as not to prejudice the performance of their duties.
  - k. Officials and employees applying for a permit to teach or practice a profession must have obtained at least a Very Satisfactory rating during the rating period prior to application.
  - l. Officials or employees applying for permit to teach or practice a profession must not have a record of being habitually tardy/undertime or habitually absent during the previous school or calendar year.
  - m. Permission to teach or practice profession may be revoked at any time whenever the exigency of the service so requires, or if there are violations of the conditions set herein.
  - n. No official or employee shall hold any position or assignment involving management or administration duties and responsibilities.
5. Pursuant to DepEd Order No. 1, s. 2023, the signing authority for granting permission to practice profession are:

Office/Position	Recommending Approval	Approval
<b>Schools Division Office</b>		
Division Chief	ASDS	SDS
Below Division Chief	ASDS	SDS
Legal Officer	Regional Director in charge and Assistant Secretary for Legal and Legislative Affairs	Undersecretary for Legal and Legislative Affairs



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Office/Position	Recommending Approval	Approval
<b>School</b>		
Principal/School Head	ASDS	SDS
Teaching/Non-Teaching Personnel	School Head and ASDS	SDS

6. Officials and employees who intend to teach/practice their profession must submit the required documents at least two (2) weeks prior to the effectivity date of the practice of profession.
7. Recommending Officials must see to it that the applicant meets the conditions stated in this memorandum.
8. Any misinformation or violation by the applicant and the recommending official on any of the provisions of this memorandum shall be dealt with accordingly.
9. The documentary requirements for the application for Permit to Teach/Practice Profession are:
  - a. Three (3) original copies Application for Permit to Teach/Practice Profession which may be downloaded at [https://bit.ly/App\\_PTT](https://bit.ly/App_PTT)
  - b. Three (3) original copies Certification of Teaching/Work Loads signed by the Unit/School Head which may be downloaded at [https://bit.ly/Cert\\_TWL](https://bit.ly/Cert_TWL)
  - c. One (1) photocopy OPCR/IPCRR Summary Rating for the rating period prior to the Application for Permit to Teach or Practice Profession
10. Dissemination of and strict compliance with this memorandum is directed.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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