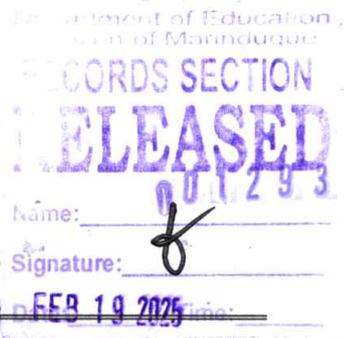




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

February 18, 2025

DIVISION MEMORANDUM

No. 029 s. 2025

**GUIDELINES ON THE APPLICATION FOR PERMISSION
TO PRIVATE PRACTICE OF PROFESSION**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Republic Act No. 6713 titled "*Code of Conduct and Ethical Standards for Public Officials and Employees*" states that engagement in the private practice of profession by public officials and employees is a ground for administrative action, unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions.
2. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 states that 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 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 not pose a conflict of interest with official functions.
3. Relative to this, all teaching, teaching-related, and non-teaching personnel who shall engage in the private practice of their profession shall secure the necessary permit for such activity. Subsequently, this Office informs and disseminates the guidelines for all personnel who are applying for permission to private practice of profession.
4. The following documentary requirements for the said application shall be submitted to the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) through the Office of the Schools Division Superintendent – Records Unit (OSDS-Records) at least two (2) weeks before the effective date of the practice of profession:
 - a. Three (3) accomplished application for permission to private practice of profession;



- b. One (1) copy of approved Individual Performance Commitment and Review Form (IPCRF) or Office Performance Commitment and Review Form (OPCRF) for the previous performance rating period;
 - c. One (1) medical certificate issued by a government physician; and/or
 - d. One (1) copy of current teaching load signed by the school head, if applicable; and/or
 - e. One (1) copy of certification of teaching load from the school where profession will be practiced, if applicable; and/or
 - f. One (1) copy of contract of work to be done outside office hours, if applicable.
5. The application for permission to private practice of profession may be personally secured from the SGOD-HRDS or downloaded from the SDO Marinduque Learning and Development Portal through bit.ly/HRDSPermitsMdq. The application form shall be printed back-to-back on a legal-size bond paper (8.5'x13') and accomplished using a black ink pen. Application forms accomplished digitally shall not be processed.
6. Pursuant to Republic Act No. 6713, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 32, s. 1993, and other CSC Circulars, all concerned shall adhere to the following:
- a. Permission to private practice of profession may be granted for subjects or courses which are related to the field of work of the official or employee concerned;
 - b. Permit to private practice of profession outside official time may be granted if teaching load does not exceed three (3) hours a day on regular working days (Monday to Friday);
 - c. 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 schedule;
 - d. Request of teachers for permission to private practice of profession shall be accompanied by a statement of his/her official loads with schedule signed by the school head
 - e. The permission to private practice of profession 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. Depending on the location of the private practice, there should be at least thirty (30) minutes to one (1) hour interval between the close of the official time or office hours and the time of the private practice;
 - h. No official or employee shall be allowed to teach or practice profession in any school or institution over which he/she directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position;
 - i. Officials and employees applying for permission to teach or practice profession must be physically fit in order not to prejudice the performance of their duties;
 - j. Official and employees applying for permission to teach or practice profession must have obtained "Very Satisfactory" (3.500-4.499) or higher from the last rating period;
 - k. Official and employees applying for permission to teach or practice profession must not have a record of being habitually tardy/undertime or habitually absent in the last school year;
 - l. 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; and
 - m. No official or employee shall hold any position or assignment involving management or administration duties and responsibilities.

7. Pursuant to DepEd Order No. 1, s. 2023, the signing authority for granting permission to practice profession shall be as follows:

OFFICE/POSITION	RECOMMENDING APPROVAL	APPROVAL
<i>For SDO-based Personnel</i>		
Division Chief	ASDS	SDS
Below Division Chief	Division Chief/ASDS	SDS
<i>For School-based Personnel</i>		
School Head	ASDS	SDS
Teaching and Non-Teaching Personnel	School Head (initial) & ASDS (signature)	SDS

8. Any violation of these provisions shall be dealt with accordingly.

9. The sample certification of teaching load from the school where the profession will be practiced is attached as *Enclosure 1: Sample Certification of Teaching Load*.

10. A copy of the approved application for permission to private practice of profession shall be stored in the SGOD-HRDS database while another shall be stored in the OSDS-Personnel Unit for the personnel's 201 Files.

11. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

12. Immediate dissemination of the contents of this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: as stated
References: Republic Act No. 6713
CSC Memorandum Circular No. 15, s. 1999
CSC Memorandum Circular No. 32, s. 1993

To be indicated in the Perpetual Index
under the following subjects:
EMPLOYEES FORMS PERMIT TEACHERS

/SGOD-HRDS-KDA



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SAMPLE CERTIFICATION OF TEACHING LOAD

CERTIFICATION

THIS IS TO CERTIFY that _____ (NAME OF EMPLOYEE) _____ is given the following teaching loads with _____ (NAME OF SCHOOL/COLLEGE/UNIVERSITY) effective _____.

This further certifies that he/she is only a part-time teacher at this school, and we are aware that he/she is primarily connected with the Department of Education – Schools Division of Marinduque.

Subject/s	Units	Day/s	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name and Signature of HRMO/Dean

Date Signed