



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 196, s. 2019

To: Curriculum Instruction Division (CID)
School Governance and Operations Division (SGOD)
All Public School Heads
Public School Teachers
Teaching and Non-Teaching Personnel
All Others Concerned

From: **JESNAR DEMS S. TORRES, PhD., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge- Office of the Schools Division Superintendent

Subject: Securing Permission to Teach

Date: August 13, 2019

1. This is to clarify and reiterate the provisions relative to the practice of engaging in part time teaching.
2. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 provides to wit:

Section 18, "Unless otherwise provided by the 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, provide 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 of interest with official functions."

3. The office reiterates adherence of all personnel concerned to this memo.
4. Attached herewith is a template to be complied if applying for permission to engage in part time teaching.
5. Immediate and wide dissemination of this memorandum is enjoined.



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Enclosure 1

APPLICATION FOR PERMISSION TO TEACH OUTSIDE OF OFFICIAL TIME

Name of Applicant: _____ Position: _____

Highest Educational Attainment: _____

Official Station: _____

Performance Ratings for the last 3 Years: _____; _____; _____

Length of Service: _____ Signature _____

College/University the Applicant Intends to Teach:

School: _____

Address: _____

Term: _____ 1st Sem _____ 2nd Sem _____ Summer School Year: _____

Subjects to be taught

Subject	Time	Day	Number of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Director/Dean

I HEREBY CERTIFY that I have examined Mr/Ms. _____ and found him/her to be physically fit to carry out additional work beyond the official time of his/her regular function as shown in the above schedules of work.

DR. GLADYS GRACE CABELTES

Approved:

JESNAR DEMS S. TORRES, PhD., CESE
 OIC- Schools Division Superintendent