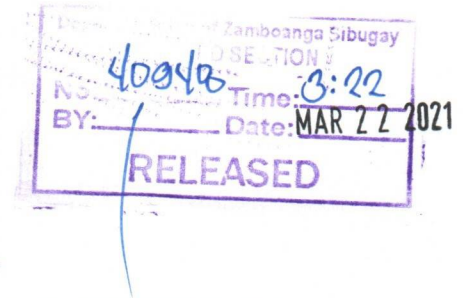




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



March 15, 2021

DIVISION MEMORANDUM
NO. 095, s. 2021

SECURING PERMISSION TO TEACH AND PERMISSION TO STUDY


To: CID/SGOD STAFF
ALL DISTRICT SUPERVISORS/DISTRICT IN-CHARGE
ALL SCHOOL PRINCIPALS/SCHOOL HEADS
PUBLIC SCHOOL TEACHERS
NON TEACHING PERSONNEL
ALL OTHERS CONCERNED

1. It has been observed that school officials, teachers and non-teaching personnel of this Division have been engaging in private practice or have exercised their professions outside office hours without proper authority and wanting of approval of this Office.
2. For this purpose, everyone is reminded of Sec. 18, Rule XIII of CSC MC No. 15, s. 1998 which provides and quoted hereunder, to wit:

“Sec. 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 the agency provided that this 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 nor pose a conflict of interest with office function.”

3. It is further reminded that while DepEd Order No. 5, s. 2008 provides the approving authority for requests for permission to teach, other CSC Circulars particularly CSC Circular No. 5, s. 1966, RA 6713 and RA 3019 specified the guidelines to be adhered to, as follows:
 - 3.1. Permission to teach maybe granted only for subjects or courses which are related to the particular field of work of the official or employee concerned for special fields or subjects where there is dearth of qualified teachers.
 - 3.2. If permission to teach shall be granted, teaching load shall be limited to twelve (12) hours a week, and in case shall a government officer or employee be allowed to teach more than three (3) hours or regular working days.
 - 3.3. No officer of employee shall be allowed to teach in any school or institution over which he 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 practices and the prohibited acts under the Code of Ethics.

- 3.4. Employees/officials applying for permission to teach shall write a letter to the Schools Division Superintendent through the SGOD accompanied by a statement of his/her loads with the schedule signed by the School Head.
- 3.5. To ensure compliance to load limitation, the applicant must submit a certification from the authorized official of the private school or entity where the profession will be practiced, as to his/her loads with corresponding number of unit schedule address to the SDS.
- 3.6. The permission to teach shall be per semestral basis while permission to engage In business shall be per contract basis.
4. It is reiterated that officials and employees who are enrolled in post graduate courses/studies must secure enrolment in the institution where he/she studied duly signed by his/her School Head and Public School District Supervisor for teachers and non-teaching personnel and SDS for division employees.
5. Attached are sample forms required to be accomplished for request for Permit to Teach as ANNEX 1 and request Permission to Study as ANNEX 2 for your reference and compliance.
6. For information, strict compliance and widest dissemination on the contents thereof.


DR. JEANELYN A. ALEMAN, CESO VI
OIC-Schools Division Superintendent 

References: CSC Circulars
RA 6713
D.O. No. 5, 1966
CSC MC No. 15, s. 1998

To be indicated in the perpetual index under the following subjects:

AUTHORITY	TEACHERS
EMPLOYEES	RULES
GUIDELINES	POLICIES



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"Annex A"

PERMIT TO TEACH
(OUTSIDE OF OFFICIAL TIME)

Date: _____

Name: _____

Position/Designation: _____

Office/School: _____

Major/Specialization: _____

Length of Service: _____

Appointment Status: _____

Performance Rating for the Last 3 years: _____

College/University the Applicant Intends to Teach

Name of School: _____

Address: _____

Term (Please Check): 1st semester 2nd semester Summer School Year: _____

Subject(s) to be taught	Schedule of Classes	Number of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified Correct:

 College Dean/Chairperson
 (Signature Over Printed Name)

Regular Teaching Load at the Public School

Subject(s) to be taught	Schedule of Classes	Number of Minutes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified Correct:

 Teacher
 (Signature Over Printed Name)

 School Head
 (Signature Over Printed Name)

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

 Physician
 (Signature Over Printed Name)

Address: _____

License no.: _____

Date: _____

Approved:

DR. JEANELYN A. ALEMAN, CESO VI
 OIC – Schools Division Superintendent



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Department of Education
 REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

"Annex B"

APPLICATION FOR PERMISSION TO STUDY

Name of Applicant: _____ Position: _____
 Civil Service Eligibility: _____ Civil Status: _____
 Name of School where employed: _____ Barrio: _____
 Municipality: _____ Perm/Prov'l: _____
 Distance in Kms between official station and college where enrolled: _____

 (Name and Location of college where applicant wished to enroll)

Course applied for: _____
 Academic Year: _____ Qtr./Sem. Summer: _____

(1st, 2nd, 3rd, 4th)

Course to be taken this term and the schedule:

<u>COURSE</u>	<u>DAYS OF THE WEEK</u>	<u>HOURS OF THE WEEK</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credits or units towards - - - BSE MA Ed. D./Ph.D.
 Total number of units previously _____
 Number of units to be earned this Qtr./Sem./Summer _____

I hereby certify that I have carefully read the information on the next page of this form, all the provisions of which I am bound to observe very strictly, I understand that the regulations on the outside study of teachers are intended to primarily safeguard the health of the teachers as well as of course to maintain their efficiency in the service. I also understand that if in the opinion of the Division Superintendent of School this study adversely affect my efficiency as a teacher this permission to study shall be revoked.

 (Signature of Applicant)

Date Submitted: _____

APPROVAL RECOMMENDED:

The undersigned shall require strict compliance by the applicant with all the existing rules and regulations regarding permission to study and should hold responsible for any undue delay in forwarding the applicant to the office doing satisfactory work with an efficiency rating of "ABOVE AVERAGE" or higher. The applicant will be required by me to submit through office, to the Division Superintendent a certified copy of the report rating obtained in the course which should be attended to his/her outside study not earlier than thirty minutes after the afternoon session in the public school.

Date Submitted: _____

 District Supervisor/Sec. Sch. Principal

APPROVED:

This permit expires on _____

Date: _____

Permit No. _____

 Schools Division Superintendent

APPLICATION FOR PERMISSION:

INSTRUCTIONS

1. Application for permission to study in five (5) copies must reach the office not later than two (2) months before the start of the actual classes. THE TEACHERS JUST FILE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL, COLLEGE or UNIVERSITY.
2. The teacher applicant must be doing satisfactory work with an efficient rating of "ABOVE AVERAGE" or higher.
3. The permission is given until the applicant complete the curriculum towards a degree. He does not need to file a request for permission every semester.
4. A certificate from the head of the school or college where the teacher is enrolled and the subject to pursued should be attached with the application.
5. Teachers who are about to finish course, or who have started a course as well as the subject already completed and those still to be taken all to be certified by the Registrar of the private school concerned.
6. After each semester every teacher granted permission to study should submit to the Superintendent's Office, through channels, a certified true copy of the report on the ratings be obtained in the course which he took during the semester including the number of units earned. In addition, as soon as he/she finished a specific curricular towards a degree he/she should submit a complete set of his/her transcript of grades and special order to the superintendent through his immediate superior for validation and verification.
7. The Maximum study of nine (9) units per semester or summer should be strictly observed. Teachers who are candidates for graduation may be allowed to carry from (1) one to three (3) units more than the nine (9) units authorized provided that those units are the last units that the teachers need to enable them to graduate. No exemption will be given to the teachers who do not fall under the above state condition. Violation of this regulation on the study load shall be sufficient cause for revocation of the permission to study for administrative action.
8. The college, school or university in which the teacher contemplates enrolling should be accessible to this official station so that he will not be unduly complied to hurry there from in order to arrive at his class by time. The teacher should attend to his outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
9. The immediate superior or supervisor shall be hold responsible for any undue delay in forwarding the application to the superintendent, if the application to the superintendent has been filed on time.

(Name and location of college where application wishes to enroll)

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that _____ a public school teacher, is seeking admission in this college to (course) _____ with the following subjects offered this _____.

COURSE	DAYS OF THE WEEK	HOURS OF THE DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEAN

REGISTRAR

NOTE:

1. Weekdays classes in a semestral terms should not be earlier than 6:00 p.m.
2. Unless superseded by the DECS Ebery term, a 3 unit lecture subject should be taken as follows:

SUMMER TERM – 1 ½ hours daily Monday through Saturday.

Maximum load; 9 units for all courses, 6 units in Law in prescribed subjects.

SEMESTRAL TERM – A total of three (3) hours a week. Maximum Load: 9 units for

Undergraduate course or 6 units of graduate level course except for enrollees in Special Saturday Classes for maximum load not more than 6 units.