



Republic of the Philippines
Department of Education
CARAGA REGION



December 7, 2020

REGIONAL MEMORANDUM

No. 581, s. 2020

To: ASSISTANT REGIONAL DIRECTOR
Chiefs of FDs
Schools Division Superintendents
All Concerned
This Region

**POLICY GUIDELINES FOR DEPED EMPLOYEES TAKING PART-TIME JOBS
EXERCISING THEIR PRIVATE PRACTICE OF PROFESSION**

1. The Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act 6713) provides that any engagement in the private practice of profession by public officials and employees is one of the grounds for administrative disciplinary action, unless authorized by the law or regulation, provided that it is not in conflict with their official functions.

2. Section 18, Rule XIII of Civil Service Commission (CSC) Memorandum Circular (MC) No. 15, s. 1999 and Section 12, Rule XVIII of the Revised Civil Service Rules pursuant to an amendment under Memorandum Circular No. 17, s. 1986 from the Office of the President requires all government employees and officials to secure permits from the Head of Department for the purpose of private practice of their profession, which is hereunto quoted in part, thus:

Sec. 12. No officer or employee shall engage directly in any private business, vocation, or profession or be connected with any commercial, credit, agricultural, or industrial undertaking without a written permission from the head of 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 officer or employee: And provided, finally, That no permission is necessary in the case of 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.



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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 agency. Provided that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities required 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 the agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions.

3. This Regional Office hereby issue and implement the following policy guidelines governing private practice of profession among teaching and non-teaching personnel in Caraga, across all governance levels (RO, SDO and Schools), effective **December 7, 2020**;

3.1 Requirements and conditions for granting permits:

- a. Letter of Request addressed to the Schools Division Superintendent/Regional Director;
- b. Certified true copy of license, which should not be expired;
- c. Data on requesting employee's class program or work schedule duly certified correct by the employee's immediate supervisor;
- d. Certification from the prospective employer where the profession is to be practiced on the proposed workload and schedule;
- e. Lawyers, Medical Doctors and other licensee holders who, in the course of their private practice do not have employers, are required to submit Letter of Request and Affidavit of Undertaking, stating that they will abide by the rules and regulations and other conditions set forth by existing guidelines;
- f. No government employee shall, in the conduct or pursuit of their profession, in any manner, use government resources, equipment, facilities and supplies;
- g. In case of conflict, governmental functions shall be given priority over private practice duties and functions;
- h. All applications for permit to engage in private practice of profession shall be filed within fifteen (15) days from the effectivity of employment on a part-time job or engagement of private practice.
- i. Medical Certificate stating that applicant is physically fit to discharge additional duties.

3.2 Pursuant to par E of DepEd Order No. 5, s. 2008, the following shall be the recommending and approving authorities of application for permits:

- a. Applicant submit requirements to the SDOs or RO;
- b. SDO level – if applicant is Chief positions (recommending approval SDS and approval by RD)

- if applicant is below Chief positions (recommending approval Chief, or if applicant is from OSDS it is the ASDS, approval SDS)

c. RO level - if applicant above FD Chief position (recommending approval USEC for Field Operations, approval USEC for Administration

- if applicant is FD Chief positions (recommending approval ARD, approval RD)

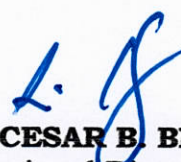
- if applicant is below FD Chief positions (recommending approval FD Chief, approval ARD)

4. No DepEd official or employee shall be allowed or granted permit to teach in any school or institution over which he/she directly or indirectly exercise control, supervision or under the jurisdiction of his/her office to avoid conflict of interest or influence by reason of his office or position.

5. Permit to teach granted maybe revoked any time when exigency of the service requires otherwise, or in case of violation of any conditions set forth herein without prejudice to any administrative sanctions, after due notice and investigation.

6. This Regional Memorandum shall be without prejudice to all DepEd Employees who have been granted permit to undertake private practice of profession, however, Schools Division Offices are mandated to require submission of approved permits and conduct a review to ascertain whether they are in accordance with existing DepEd and Civil Service guidelines.

7. Widest dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encls.: NONE

Reference: Presidential Memorandum Circular No. 17, s. 1986
Rule XIII Revised Civil Service Rules
DepEd Order No. 5, s. 2008
RA 6713

To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES

MEMORANDUM

POLICY

ASD/jbr
12/7/2020