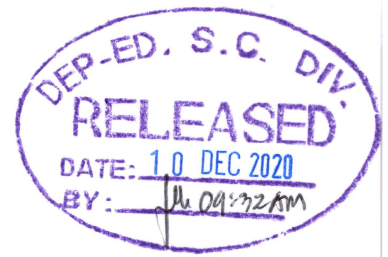




Republic of the Philippines  
Department of Education  
Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of the Schools Division  
Schools Division Superintendent

December 09, 2020

DIVISION MEMORANDUM

No. 225, s. 2020

**POLICY GUIDELINES FOR DEPED EMPLOYEES TAKING PART-TIME JOBS  
EXERCISING THEIR PRIVATE PRACTICE OF PROFESSION IN THE  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
THIS DIVISION**

- Republic Act Number 6713** otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* 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.
- Section 18, Rule XIII of Civil Service Commission (CSC) Memorandum Circular Number 15, series of 1999** provides 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 this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities requires 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 anyway the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions.
- Pursuant to the above-stated together with **Regional Memorandum No. 581, s. 2020** entitled *Policy Guidelines for DepEd Employees Taking Part-Time Jobs Exercising Their Private Practice of Profession*, this Schools Division Office (SDO) hereby adheres and adopts to the salient features contained in the said Regional Memorandum. More importantly, effective **07 December 2020** the following shall be judiciously complied, expressly stated in the following tables:

3.1 Requirements and Conditions for granting permits:

REQUIREMENTS	CONDITIONS
1. <i>Letter of Request</i> addressed to the Schools Division Superintendent	

KLG/fcc

12/12/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
(086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)

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**Caraga Region**

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REQUIREMENTS		CONDITIONS
2. <i>Certified true copy</i> of license		License must not be expired.
3. Data on requesting employee's <i>class program or work schedule</i>		Data must be duly certified correct by the immediate supervisor.
4. <i>Certification</i> from the prospective employer where the profession shall be practiced on the proposed workload and schedule		
5. <i>Letter of Request and Affidavit of Undertaking</i> for <b>Lawyers, Medical Doctors and other licensees</b>		Stating therein that the applicant shall abide by competent and existing statute, conditions, rules and regulations.  Provided, that the Lawyer, Medical Doctor and other licensees are in the mode of private practice.
6. <i>Medical Certificate</i>		Stating therein that the applicant is physically fit to discharge functions beyond the required government work.

**3.2 Restrictions / Prohibitions:**

- 3.2.1 No government employee during the private conduct or pursuit of their profession shall use government resources, equipment, facilities and supplies.
- 3.2.2 In case of conflict, governmental functions and responsibilities must be given Priority over private practice.
- 3.2.3 No DepEd official or human resource 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.

**3.3 Application process**, as stated in Paragraph E of Department of Education Order Number 5, series of 2008.

**3.3.1 Signing Authorities:**

Applicant Position	Recommending Authority	Approving Authority
Chief Education Supervisor (CES)	Schools Division Superintendent	Regional Director
Positions other than CES	Assistant Schools Division Superintendent; or The respective CES of the applicant;	Schools Division Superintendent

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3.3.2 Guidelines:

3.3.2.1 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.

3.3.2.2 Granted permits may be **revoked** at any time when the **exigency of the service** requires, or in case of violation, without prejudice to any administrative sanction, after due notice and investigation.

3.3.2.3 Applicant shall **submit** the requirements to the **Personnel Unit**.

4. For your information and strict compliance.

5. Wide and immediate dissemination of this memorandum is highly desired.

**KAREN L. GALANIDA, CESO V**  
Schools Division Superintendent

By the Authority of the  
Schools Division Superintendent:

*ELARASE*  
**ELIZABETH S. LARASE, MAEd**  
Chief Education Supervisor *JS*  
Chief, Schools Governance and Operations Division

Enclosure : None

Reference/s : Republic Act 6713 / CSC MC No. 15, s. 1999 / DepEd Order No. 5, s. 2008 /  
RM No. 581, s. 2020

Allotment : 3 and 4

To be indicated in the perpetual index:

**PRIVATE PRACTICE  
GUIDELINES**

**PART-TIME JOBS  
POLICY**

**CODE OF CONDUCT  
ETHICAL STANDARDS**

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