



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 27 2025

DIVISION MEMORANDUM
No. 102, s. 2025

REITERATION OF GUIDELINES ON PERMITTING TEACHING OUTSIDE OF OFFICIAL TIME

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
Elementary and Secondary School Heads
All Others Concerned

1. This is to inform the field of the provisions of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, regarding permit to teach outside office hours.
2. Please be advised that pursuant to the law, it provides that:

"Section 7. Prohibited Acts and Transactions. – In addition to the acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful: xxx

(b) Outside employment and other activities related thereto.
– Public officials and employees during their incumbency shall not: xxx

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; xxx"

3. In addition, Section 18, Rule XIII of CSC Memorandum Circular (MC) No. 15, s. 1999 provides that:



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

"Section 18. Unless otherwise provided by law, no officer or employee shall engage directly 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 official functions. "

4. Further, under existing CSC guidelines, in relation to R.A. No. 6173 and R.A. No. 3019, all teaching, teaching-related and non-teaching personnel should adhere to the following provisions, to wit:

- A. *There shall be absolutely **NO TEACHING** by government officials and employees **during official office hours**, even if the time spent is covered by corresponding vacation leave.*
- B. *Permission to teach maybe granted only for subjects or courses which are **related to the particular field** of work, or for special fields or subjects where there is a dearth of qualified teachers.*
- C. *If permission is granted, the teaching load shall be limited to **twelve (12) hours per week**, and in **no case shall a government officer or employee be allowed to teach more than three (3) hours per day on regular working days** (Monday to Friday).*
- D. *No official or employee shall be allowed to teach in any school or institution over which he / she, directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his/her office or position, in view of the Anti-Graft and Corrupt Practices Act and the prohibited acts under the Code of Ethics.*
- E. *Officials and employees applying for permission to teach must be **physically fit** so as not to prejudice the performance of their duties, and for this purpose, they shall submit with their application a record of their physical and medical examination,*



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

duly certified by a government physician, attesting to their fitness.

5. In relation to this, DepEd Order No. 2, series 2021, entitled "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education", states under:

"IV. SIGNING AUTHORITIES FOR ADMINISTRATIVE MATTERS

XXX

D. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION

XXX

2. DepEd employees who signify their interest to teach or practice a profession shall schedule this endeavor outside of regular office hours and shall do so without compromising their functions and responsibilities, pursuant to Section 12, Rule XVIII of the Revised Civil Service Rules. The following signing authority shall be followed:

Office/Positions	Recommending Approval	Approval
School		
Principal/Head Teacher	ASDS	SDS
Teacher and Other School Non-Teaching Personnel	School Head and ASDS	SDS

XXX"

6. Request from teachers and other school personnel for permission to teach or practice a profession shall be accompanied by their official load and schedule, signed, by the school head.
7. The applicant shall also attach a certification from the private school/ college Dean, whichever is applicable, of his/her official teaching schedule outside of official time, with corresponding number of units and the schedule addressed to the Schools Division Superintendent.
8. The permit shall be valid for one (1) school year, or every semester for colleges/ graduate school teaching load.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

9. Permits could be withdrawn or revoked at any time, whenever the exigencies of service require, or if the conditions herein are violated, without prejudice to the disciplinary measures provided under D.O. No. 49, series 2006, and other existing similar issuances related to the discipline of DepEd Personnel.
10. All are enjoined to strictly comply with this Memorandum. For immediate and wide dissemination.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

S3
February 25, 2025



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@dep.gov.ph

"We Mould Heroes"

