



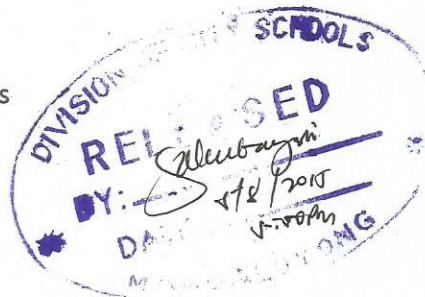
Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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Date : May 7, 2015

Memorandum To : Education Program/District Supervisors
Principals, Public Elementary and Secondary Schools
Principals/Administrators, Private Schools
Administrative Officer V
Division Section Chiefs
Division Office Personnel
All Others Concerned



Subject : **REITERATION OF REGIONAL MEMORANDUM NO. 152, S. 2014**
RE: MOONLIGHTING AND PRIVATE PRACTICE OF PROFESSION

Attached is Unnumbered Regional Memorandum dated April 22, 2015 entitled "**Reiteration of Regional Memorandum No. 152, s. 2014 re: Moonlighting and Private Practice of Profession**", which is self-explanatory and for information of all concerned.

Attention is particularly invited to paragraph nos. 3, 4 and 6 of Regional Memorandum No. 152, s. 2014.

Pursuant to the above-mentioned Regional Memorandum, all officials and employees are directed to submit application for permission to teach **every semester** to ensure compliance to this Memorandum.

Teachers and employees involved in private practice of profession starting Summer 2015, should submit their application requirements on or before **May 15, 2015** c/o Division Office Personnel Unit. Likewise, those who will start on the First Semester 2015 should submit their application requirements on or before **May 26, 2015**.

Reports have also reached this Office that some teachers and employees are employed in private schools as staff while they are on leave of absence. Please be reminded that this is against the rules and regulations thus, anyone who commits this violation will be dealt with accordingly.

Moreover, no official or employee shall hold in any school, college, or university any position or assignment involving management or administrative duties and/or responsibilities. Thus, officials and employees involved in this should resign in that school and concentrate on their public duties and responsibilities.

This Office will monitor the implementation and compliance to DepEd policies on moonlighting and unauthorized private practice of profession to ensure the efficient and effective delivery of educational services. Violation thereof shall be dealt with in accordance with law and rules.

Permission to teach may be withdrawn or revoked anytime whenever the exigencies of the service so require, or if the herein conditions prescribed have been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentations on the part of the applicant.

Immediate and wide dissemination of this **Memorandum** is desired.



NERISSA L. LOSARIA, CESO VI
Officer-in-Charge

Office of the Schools Division Superintendent

REQUIREMENTS FOR PERMIT TO TEACH APPLICATION:

1. Endorsement from the Principal
2. Letter request of the teacher applying for permit to teach
3. Request for Permission to Teach Form (Please see attached form)
4. Information Required in Connection with the Request for Permission to Teach Outside Office Hours (Please see attached form)
5. Certification from the authorized official of the private school or entity, where the profession is to be practiced, as to his/her loads with corresponding number of units and the schedule, addressed to the Schools Division Superintendent.
6. Record of physical and medical examination showing such fitness, duly certified by a government physician (Form 86 – Health Examination Records/Medical Certificate)

Information Required in Connection with the
Request for Permission to Teach Outside
Office Hours

A. Schools Division of Mandaluyong (School Assignment)

B. Nature of Assignment in the Department of Education

C. Performance Rating during the last 2 years

D. Official Time in Public Schools

E. Teaching Assignment in the Private Schools

Specific Days and Time of Teaching in the Private Schools

F. Total Number of Hours of Private Teaching in a Week

G. Distance Between the Private School from the Official Station

H. Length of Service in Public Schools




KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
 PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT

RELEASED


MEMORANDUM

FROM :  **PONCIANO A. MENGUITO**
 Director III
 Officer-in-Charge

TO : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : REITERATION OF REGIONAL MEMORANDUM No. 152 s. 2014

DATE : APRIL 22, 2015

By: 
 Date: APR 23 2015

1. Reports have reached this Office that some teachers and school heads are engaged in the private practice of profession without securing necessary permit to teach and likewise conducting the same within or during their official time.
2. In view of this, the field is hereby reminded to adhere to the provisions embodied in Regional Memorandum No. 152, s. 2014, attention is particularly invited to paragraph nos. 3, 4 and 6.
3. The SDOs are directed to monitor the implementation and compliance of DepEd policies on moonlighting and unauthorized private practice of profession to ensure the efficient and effective delivery of educational services. Violation thereof shall be dealt with in accordance with law and rules.
4. For dissemination and strict compliance.

2425

DIVISION OF CITY SCHOOLS
RECEIVED
 By: Jonc
 Date: **24 APR 2015**
 Time: 2:20 pm
 MANDALUYONG

Approved: _____

RELEASED

(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

By: _____
Date: JUL 23 2014 Time: _____

REGIONAL MEMORANDUM

No. 152, s. 2014

July 23, 2014

To : Schools Division Superintendents
Public and Private School Heads

MOONLIGHTING AND PRIVATE PRACTICE OF PROFESSION

1. This Office has been receiving information and complaints relative to private practice of profession or employment in private schools and other entities by school heads, teachers, and other employees within the Region;
2. Under Republic Act No. 6713 and its Implementing Rules and Regulations, engagement in the private practice of profession by public officials and employees is a ground for administrative disciplinary action, unless authorized by the law or regulation, provided that such practice will not conflict or tend to conflict with official functions;
3. Section 12 of Rule XVIII of the Revised CSC Rules requires government employees to obtain a permit from the head of the Department, to wit:

Sec. 12. No officer or employee shall engage directly in any private business, vocation, or without a written permission from the head of the 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 other 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."

4. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 provides, 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 agency. Provided that his 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 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."

5. However, DepEd Order No. 5, s. 2008 identified the approving authorities on requests for permission to teach, exercise of profession, or engage in business outside office hours;
6. Accordingly, and pursuant to CSC Memorandum Circular No. 5, s. 1966 and other CSC Circulars, Republic Act 6713, and R.A. 3019, all are enjoined to adhere to the following, to wit :

On Teaching Job

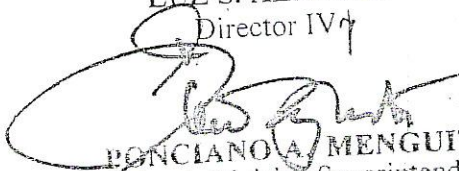
1. There shall be absolutely no teaching by Government officials and employees during office hours even if the time spent is covered by corresponding vacation leave;
2. Permission to teach may be granted only for subjects or courses which are related to the particular field of work of the official or employee concerned or for special fields or subjects where there is dearth of qualified teachers;
3. If permission is to be granted, teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than three hours a day on regular working days (Monday to Friday);
4. No official or employee shall be allowed to teach in any school or institution over which he directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position in the Government in contemplation of the Anti-Graft and Corrupt Practice and the Prohibited Acts under the Code of Ethics;
5. Officials and employees applying for permission to teach must be physically fit in order not to prejudice the performance of their duties, and for this purpose, they shall submit with their applications a record of their physical and medical examination showing such fitness, duly certified by a government physician;
6. Pursuant to par. E of DepEd Order No. 5, s. 2008, the Schools Division Superintendents are the approving authorities on requests for permission to teach or practice of profession by school personnel and Division Office personnel;

7. Request of teachers for permission to teach or practice of profession shall be accompanied by a statement of his/her official loads with the schedule, signed by the School Head;
8. To ensure compliance to load limitation, the applicant shall submit a certification from the authorized official of the private school or entity, where the profession is to be practiced, as to his/her loads with corresponding number of units and the schedule, addressed to the concerned Schools Division Superintendent;
9. The permission shall be good for one school year except for college teaching which shall be on a per semestral basis;
10. Permission to teach may be withdrawn or revoked at anytime whenever the exigencies of the service so require, or if the herein conditions prescribed has been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentations on the part of the applicant.

Other Jobs

1. No official or employee shall hold in any school, college, or university any position or assignment involving management or administrative duties and/or responsibilities;
 7. Private schools engaging the services of public school teachers and employees after official time shall observe the limitation. The certification on load shall be deemed an official action of the school concerned unless proven otherwise. As such, any untruthful certification on load or any entry thereof shall be acted upon accordingly.
 8. Moonlighting shall be dealt with in accordance with law and rules.
 9. For information and compliance.
- Immediate dissemination is desired.

LUZ S. ALMEDA
Director IV


PONCIANO A. MENGUITO
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director
Officer-In-Charge