



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 174, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**
Schools Division Superintendent

Date: May 7, 2020

Subject: **GUIDELINES ON THE REQUEST FOR PERMISSION TO TEACH IN PRIVATE SCHOOLS, SUCs, LUCs and OTHER INSTITUTIONS FOR ALL TEACHING/NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OFFICES**

Enclosed is Regional Memorandum No. 169, S. 2020 RE: **GUIDELINES ON THE REQUEST FOR PERMISSION TO TEACH IN PRIVATE SCHOOLS, SUCs, LUCs and OTHER INSTITUTIONS FOR ALL REGIONAL OFFICE EMPLOYEES and TEACHING/NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OFFICES** transmitted by Dr. Arturo B. Bayucot, CESO III, Regional Director, Region X. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Education Program Specialist II - Human Resource Development at **09271501978**.

Enclosure:
As stated

Copy furnished:
Records Unit
HRD





April 17, 2020

DepED-X
 Cagayan de Oro City

REGIONAL MEMORANDUM

No. 169, s. 2020

APR 22
 2020
RELEASED

GUIDELINES ON THE REQUEST FOR PERMISSION TO TEACH IN PRIVATE SCHOOLS, SUCs, LUCs and OTHER INSTITUTIONS FOR ALL REGIONAL OFFICE EMPLOYEES and TEACHING/NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OFFICES

To: **Assistant Regional Director**
All Schools Division Superintendents
All Others Concerned
This Region

1. These guidelines shall provide for the procedure for the request of permission to teach in private schools, SUCs and LUCs and other institutions by all employees in the Regional Office and Teaching and Non-Teaching employees in the Schools Division Offices.
2. This Memorandum is issued to reiterate the provisions under Republic Act 6713, the 2017 Omnibus Rules on Appointments and Other Human Resource Actions of the Civil Service Commission and all other CSC Circulars relevant thereto.
3. Accordingly, all those covered under this Memorandum in requesting for permission to teach in any private school, SUC or LUC, or any other institution shall adhere to the following, to wit:
4. Permission to teach may be granted only for subjects, courses, and fields of study which are related to the specific expertise or field of work of the official or employee.
5. At the instance that a permission be granted, the teaching load shall only be limited to nine (9) hours a week, and in no instance shall be more than three (3) hours a day on regular working days. This shall include the teaching load for classes which are conducted through online platforms, distance learning and open university programs of tertiary schools.



The LEARNER: The heart of DepEd Region X.

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6. The conduct of classes whether through actual classroom contact or through online platforms shall be undertaken only after class hours for teaching personnel and after office hours for non-teaching personnel. Travel time from the employee's official station to the school or institution should be after class or office hours, as the case may be.
7. The grant of permission to teach shall be without prejudice to the attendance of the concerned employee to official functions called by the Department and to other functions in the exigency of the service. In case of conflict between the class schedule and DepEd functions, the latter shall always take preference.
8. In accordance with Republic Act 3019 on the Anti-Graft and Corrupt Practices Act and the Prohibited Acts under the Code of Ethics, no official or employee shall be granted permission 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 the Government.
9. In applying for permission to teach, the official or employee shall write a letter of intent addressed to the Regional Director for regional office employees and to the Schools Division Superintendent for teaching and non-teaching personnel in the division offices.
10. To ensure compliance to the maximum load limitation, the official or employee shall submit a certification issued by the authorized official of the school or institution where his/her services are to be rendered, as to his/her teaching load with corresponding number of units and schedule addressed to Regional Director or the Schools Division Superintendent, as the case may be.
11. The request for permission to teach shall be on a semestral basis.
12. No other form of employment or rendering of services in private schools or other institutions shall be allowed other than for actual teaching activities.
13. Immediate dissemination and compliance to this Memorandum is enjoined.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ORD/Legal/A5