



20-4743


Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANAOS DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
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Division MEMORANDUM
No. 181, s.2020

4/29/20
2 APR 2020
1:52
SIGNATURE

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Public and Private Elementary and Secondary School Heads
Teaching and non-teaching personnel
All Other Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO V_h
Schools Division Superintendent

DATE: April 29, 2020

**SUBJECT: ADHERENCE TO THE REGIONAL MEMORANDUM DATED
APRIL 17, 2020 ON 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**

1. Per Regional Memorandum dated April 17, 2020, this Division shall strictly adopt the said Memorandum *in toto*.
2. Thus, all those covered on the said 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:

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- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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, influence by reason of his/her office or position in the government.





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- f. 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.
 - g. 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.
 - h. The request for permission to teach shall be on a semestral basis.
 - i. No other form of employment or rendering of services in private schools or other institutions shall be allowed other than for actual teaching activities.
 - j. Division Memoranda and other related issuances, rules and regulations and provisions, which are inconsistent with this Memorandum are hereby repealed, rescinded or modified accordingly.
3. Division Memoranda and other related issuances, rules and regulations and provisions, which are inconsistent with this Memorandum are hereby repealed, rescinded or modified accordingly.



20-4455



April 17, 2020

REGIONAL MEMORANDUM

No. _____, s. 2020

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