

Republic of the Philippines

Department of Education

MIMAROPA REGION SCHOOLS DIVISION OF OCCIDENTALMINDORO

RELEASED AND STREET AUG 22 2022 V

DIVISION MEMORANDUM

TO

OIC -Asst. Schools Division Superintendent Chief Education Supervisors, CID and SGOD

Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads

SDO Section/Unit Heads All Others Conferned

FROM

: LYNN G. MENDOZA, EdD

Officer - In - Charge

Office of the Schools Division Superintendent

SUBJECT

PERMISSION TO STUDY AND PERMISSION TO PRACTICE

PROFESSION

DATE : August 17, 2022

- Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 states that all government officials and employees are required to render eight (8) working hours a day or a total of 40 hours a week excluding time for lunch.
- Corollary to this, CSC Memorandum Circular No. 15, s. 1999 prohibits officers
 and employees of the government to engage directly or indirectly in any private
 business or profession without a written permission from the head of agency.
- Thus, permission to practice profession maybe granted provided that it shall be conducted only after class/office hours or during weekends.
- 4. In seeking permission to practice profession, the letter of intent addressed to the Schools Division Superintendent shall be accompanied by the IPCRF rating of at least Very Satisfactory obtained during last performance rating period and an accomplished Application for Permission to Form (Enclosure A) indicating the teaching load and schedule.
- 5. Pursuant to DO 8, s. 2021, the signing authority for granting permission to practice profession shall be as follows:

OFFICE / POSITION	RECOMMENDING APPROVAL	APPROVED
School Division Office		
Division Chief	ASDS	SDS
Below Division Chief	Division Chief/ASDS	SDS







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School Principal/School Head	ASDS	SDS
Teacher and other School Non- Teaching Personnel		SDS

- 6. Teachers and employees who intend to pursue study outside the required work hours need not secure a permission from his/her superior. Policies on the grant of applicable leave of absence shall govern cases where the outside study compromises the number of required office /teaching hours as per existing guidelines /Item IV.D, No. 1, D.O. 008, S. 2021/.
- 7. Those who are still required by their respective Colleges/Universities to have a written permission to study from employer shall submit their letter addressed to the Schools Division Superintendent accompanied by the accomplished Application for Permission to Study Form (Enclosure B).
- 8. The Division Human Resources Development Section (HRDS) shall record and secure copy of the permits issued to the applicants.
- 9. Immediate dissemination of and compliance to this Memorandum are desired.





SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Enclosure A

CSC Form 305

REQUEST TO PRACTICE PROFESSION

THE SCHOOLS DIVISION SUPERINTENDENT Division of Occidental Mindoro So. Dapi, Mamburao, Occidental Mindoro

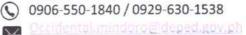
Sir/Madam:

In compliance with CSC MC. No. 5 s. 1966, I have the honor to request permission to practice profession after office hours. In this connection, I am submitting the following data or information, about myself.

1. Name				Civil Status	
	Family Name / Given Na	ame / Middle N	Name		
2.Position		Actual Annual	Salary		
3. School/	Office Employed:	1			
4. Nature	of Duties:				
5. Perform	nance Rating for the last ra	ting period:	-		
			(points)	(Description)	
6. Education	onal Qualifications:				
Colle	ge/University		Degree	Pursued/Finished	
7. Other S	pecial Trainings:	8 ≠ 6			
8. Work to	be performed outside of			Specific Time and Date	
	l Occidental Mindoro				
Distance in	kms. between official stat	ion to place of p	ractice of p	rofession outside DepEd:	
Name and I	ocation of institution whe	re the applicants	s wishes to p	ractice profession:	
					_
Semester/S	Summer Applied for:				
School Year	r:	Reg	gular/Saturd	ay/Summer:	









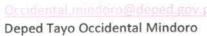
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

SUBJECT/ SUBJECT	S BEING TAUGHT AT PUBLIC S	CHOOL (For Teacher) DAY
SUBJECT	(Outside teaching ho	urs) DAY
Number of units authorized to t	each:	
I am attaching herewith a by a government physician.	certificate of my recent phys	ical and medical examination, duly certified
Conduct and Ethical Standards Addendum to Deped Memora Resolution No. 080096 on "Wo No. 3, s. 2016 entitled " Enjo	for Public Officials and Emp ndum No. 291, s. 2008 which orking Hours for Public Schoo ining All Government Officia	c Act 6713 (An act establishing the Code of ployees), Deped Order No. 16, s. 2009, the is "Guidelines for the Implementation of I Teachers" and CSC Memorandum Circular als and Employees to Strictly Observe and ins which I am bound to observe strictly.
I further certify upon regulations governing practice		ave read at the back hereof the rules and ars.
Year only and ONE (1) SEMES adversely affects my efficiency	TER in case of permission to as an officer, this permission	tice of profession shall be valid for One (1) teach from the date of issuance and if it shall be revoked or withdrawn at any time the conditions herein prescribed has been
Date Submitted:		
Name/Signature of Applicant		
	shall require strict com	pliance with all existing rules and hing outside of official time by the
School Head/Division Chief	OIC-Assis	RODEL S. MAGNAYE stant Schools Division Superintendent
APPROVED:		
	LYNN G. MENDOZA OIC – Schools Division Su	
Date Issued:		



Brygy. Payompon, Mamburao, Occidental Mindoro

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SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Enclosure A

Policy on Entrepreneurial activities of Government Employees per MC No. 32, s. 1993

- 1. That government employees shall strictly observe Section 7, paragraphs (a), (b), and (c) of R.A. 6713 which declares as unlawful the following acts and transactions of any public officials and employee:
- (a) Financial and material interest public officials and employees shall not, directly have any financial or material interest in any transaction requiring the approval of their office.
- (b) Outside employment and other activities related thereto.
- public officials and employees during their incumbency shall not,
- (1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
- (2) Engage in the private practice of their own profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or
- (3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.
- 2. That the conduct of business or economic ventures shall not be in conflict or tend to conflict with the official functions of the public official or employee;
- 3. That the conduct of business or economic ventures shall not be done during office hours nor within the required forty (40) hour work week period; and
- 4. That the public official or employee shall not in any manner use government resources, facilities, equipment and supplies in the conduct of his or her business or economic ventures.





SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Enclosure		nt :				Positi	on :	
Name of Applicant :					Civil Status : Barrio :			
Municipali	tv:					Perm	/Prov1:	
Distance enrolled:	in	Kms	between	official	station	and	college	where
				Schools/I	Jniversities			
				belioois,	011110101010			
Course to	be tal	ken this	term and th	e schedule	:			
3-0,000	RSE		DAYS O	F THE WE		RS OF	THE WEEL	<u> </u>
								-
Credits or Total Num Number o	ber o	f units p	s : previously : _ arned this (Qtr./Sem./			-	
this form, that the safeguard	all the regula the h vice. I this	e provisions or nealth of also und study ac	at I have ca ons of which in the outside the teacher derstand that dversely affe	I am bounde study of as as well as	d to observ f teachers s of course opinion of t	e very s are int to mair he Divis	trictly, I undended to particular their of their	derstand primarily efficiency ntendent
					(Sign	ature of	the Applic	ant)
Date Sub	mitte	d:						
APPROV	AL RI	COMMI	END:					
OSDS								
100 M		0906	/. Payompon, f -550-1840 / 09	929-630-1538	1	ndoro		
7			ed Tayo Occide					



SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division Superintendent

APPROVAL RECOMMEND:

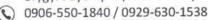
The undersigned shall require strict compliance by the applicant with all the existing rules and regulations regarding permission to study and should hold responsible for any undue delay in forwarding the applicant to the office doing satisfactory work with an efficiency rating of "ABOVE AVERAGE" or higher. The applicant will be required by me to submit through office, to the Division Superintendent a certified copy of the report rating obtained in the course which should be attended to his/her outside study not earlier than thirty minutes after the afternoon session in the public school.

Date Submitted :	
School Head/Division Chief	Asst. Schools Div. Superintendent
APPROVED: The permit expires on	
Date: Permit No	
	chools Division Superintendent

OSDS



Brygy. Payompon, Mamburao, Occidental Mindoro





Deped Tayo Occidental Mindoro