




Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

OFFICE OF OCCIDENTAL MINDORO  
**RELEASED**  
 DATE: AUG 22 2022  
 DIVISION OF-MOL  
 MAMBURAO

**DIVISION MEMORANDUM**

000314

**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 Concerned

**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.
- 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.
- Pursuant to DO 8, s. 2021, the signing authority for granting permission to practice profession shall be as follows:

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

OSDS-LU/UGB





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<b>School</b>		
Principal/School Head	ASDS	SDS
Teacher and other School Non- Teaching Personnel	School Head and ASDS	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.

OSDS-LU/UGB



So. Dapi, Brgy. Payompon, Mamburao, Occidental Mindoro  
Telephone No: 09065501840/ 09296301538 /Email Address: occidental.mindoro@deped.gov.ph



Republic of the Philippines  
Department of Education  
MIMAROPA Region

**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 Name / Middle Name

2. Position \_\_\_\_\_ Actual Annual Salary \_\_\_\_\_

3. School/Office Employed: \_\_\_\_\_

4. Nature of Duties: \_\_\_\_\_  
\_\_\_\_\_

5. Performance Rating for the last rating period: \_\_\_\_\_  
(points) (Description)

6. Educational Qualifications:  
College/University Degree Pursued/Finished  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Other Special Trainings: \_\_\_\_\_  
\_\_\_\_\_

8. Work to be performed outside of \_\_\_\_\_ Specific Time and Date  
DepEd Occidental Mindoro  
\_\_\_\_\_  
\_\_\_\_\_

Distance in kms. between official station to place of practice of profession outside DepEd: \_\_\_\_\_

Name and location of institution where the applicants wishes to practice profession: \_\_\_\_\_  
\_\_\_\_\_

Semester/Summer Applied for: \_\_\_\_\_

School Year: \_\_\_\_\_ Regular/Saturday/Summer: \_\_\_\_\_







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**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

Enclosure A

SUBJECT/S BEING TAUGHT AT PUBLIC SCHOOL (For Teacher)

SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Outside teaching hours)		
SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of units authorized to teach: \_\_\_\_\_

I am attaching herewith a certificate of my recent physical and medical examination, duly certified by a government physician.

I HEREBY CERTIFY that I have carefully read Republic Act 6713 (An act establishing the Code of Conduct and Ethical Standards for Public Officials and Employees), Deped Order No. 16, s. 2009, the Addendum to Deped Memorandum No. 291, s. 2008 which is "Guidelines for the Implementation of Resolution No. 080096 on "Working Hours for Public School Teachers" and CSC Memorandum Circular No. 3, s. 2016 entitled " Enjoining All Government Officials and Employees to Strictly Observe and Comply with the Required Work Hour", and all the provisions which I am bound to observe strictly.

I further certify upon my word of honor that I have read at the back hereof the rules and regulations governing practice of profession after office hours.

That, I understand that this permit for limited practice of profession shall be valid for One (1) Year only and ONE (1) SEMESTER in case of permission to teach from the date of issuance and if it adversely affects my efficiency as an officer, this permission shall be revoked or withdrawn at any time whenever the exigencies of the services so requires, or if the conditions herein prescribed has been violated.

Date Submitted: \_\_\_\_\_

Name/Signature of Applicant: \_\_\_\_\_

**APPROVAL RECOMMENDED:**

The undersigned shall require strict compliance with all existing rules and regulations regarding practice of profession/teaching outside of official time by the applicant.

\_\_\_\_\_  
School Head/Division Chief

**RODEL S. MAGNAYE**  
OIC-Assistant Schools Division Superintendent

**APPROVED:**

**LYNN G. MENDOZA, Ed.D.**  
OIC – Schools Division Superintendent

Date Issued: \_\_\_\_\_



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 Deped Tayo Occidental Mindoro



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**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

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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.



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**Enclosure B**

Name of Applicant : \_\_\_\_\_ Position : \_\_\_\_\_  
 Civil Service Eligibility : \_\_\_\_\_ Civil Status : \_\_\_\_\_  
 Name of School where employed : \_\_\_\_\_ Barrio : \_\_\_\_\_  
 Municipality : \_\_\_\_\_ Perm/Prov'l : \_\_\_\_\_  
 Distance in Kms between official station and college where  
 enrolled: \_\_\_\_\_

\_\_\_\_\_  
Schools/Universities

Course applied for : \_\_\_\_\_  
 Academic Year : \_\_\_\_\_

Course to be taken this term and the schedule:

COURSE	DAYS OF THE WEEK	HOURS OF THE WEEK
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credits or units towards : \_\_\_\_\_  
 Total Number of units previously : \_\_\_\_\_  
 Number of units to be earned this Qtr./Sem./Summer : \_\_\_\_\_

I herby certify that I have carefully read the information on the next page of this form, all the provisions of which I am bound to observe very strictly, I understand that the regulations on the outside study of teachers are intended to primarily safeguard the health of the teachers as well as of course to maintain their efficiency in the service. I also understand that if in the opinion of the Division Superintendent of School this study adversely affect my efficiency as a teacher this permission to study shall be revoked.





\_\_\_\_\_  
(Signature of the Applicant)

Date Submitted : \_\_\_\_\_

**APPROVAL RECOMMEND:**

OSDS



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**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. \_\_\_\_\_

\_\_\_\_\_  
Schools Division Superintendent

OSDS



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