



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL. NORTE
DIPOLOG CI 7100

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City

RELEASED

BY: [Signature] DATE: 9/23/15
NAME / SIGNATURE

Division Memorandum
No. 264 s.2015

TO : Division Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
This Division

FROM : [Signature]
NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **MOONLIGHTING AND PRIVATE PRACTICE OF PROFESSION**

DATE : September 23, 2015

1. This Office received information and complaints relative to private practice of profession or employment in private schools and other entities by employees within the Division;
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. DepEd Order No. 5, s. 2008 par. E identified the Schools Division Superintendents as approving authorities on requests for permission to teach, exercise of profession, or engage in business outside office hours;
4. Attached are the conditions and application for permit to teach;
5. So ordered.

REQUIREMENTS FOR PERMIT TO TEACH APPLICATION

1. Endorsement from the Principal/ School Head.
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 leads 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).



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REQUEST FOR PERMISSION TO TEACH IN PUBLIC/ PRIVATE SCHOOLS

NATIVIDAD P. BAYUBAY, CESO VI
 Officer In-charge
 Office of the Schools Division Superintendent
 Schools Division of Zamboanga del Norte

Madam:

In compliance with CSC MC # 5, s. 1961, I have the honor to request for permission to teach after the established office hours. In this connection, I am submitting the following data or information about myself.

1. Name: _____ Civil Status: _____
 Surname First Name Middle Initial
2. Position: _____ Actual Salary p.a.: Php _____
3. Dept./ Bureau/ Office where employed: Schools Division Office- Zamboanga del Norte
4. Nature of Duties:

5. Performance Rating for the last rating period: _____
6. Educational Qualification:
 College/ University Degree Pursued/ Finished

7. Other Special Training: _____
8. Nature of Teaching Job:
 College/ University Subject to be taught Teaching Load for the Semester

It is understood, however, that if the Schools Division necessitates the services of the undersigned, it shall prevail at all times.

Moreover, attached is a certificate of my recent physical examination, duly certified by a government physician.

_____ Date

_____ Signature

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

A. Schools Division of Zamboanga del Norte (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
