

DEPARTMENT OF EDUCATION O. DEL NORTE

Region IX, Zamboanga Peninsula SCHOOLS DIVISION OF ZAMBOANGA DEL

7100 Dipolog City

DEPARTMENT OF EDUCATION

**Division Memorandum** No. 244 s.2015

.

TO

Division Chiefs, CID and SGOD

**Education Program Supervisors** Public Schools District Supervisors

Heads, Public Elementary and Secondary Schools

This Division

FROM

NATIVIDAD P. BAYUBAY, CESO VI

Officer-In-Charge

Office of the Schools Division Superintendent

**SUBJECT** 

MOONLIGHTING AND PRIVATE PRACTICE OF PROFESSION

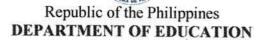
DATE

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).
- Information Required in Connection with the Request for Permission to Teach
  Outside Office Hours (Please see attached form).
- 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.
- Record of physical and medical examination showing such fitness, duly certified by a government physician (Form 86- Health Examination Records/ Medical Certificate).



### Region IX, Zamboanga Peninsula

## SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Dipolog City 7100

# 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:		
		First Name	Middle Ir	nitial	
2.	Position:	Actual Salary p.a.: Php			
3.	Dept./ Bureau/ Office where employed: Schools Division Office- Zamboanga del Norte				
4.	Nature of Duties:				
5. 6.	Performance Rating for the last rating period:				
	Educational Qualification:				
	College/ University Degree Pursued/ Finished				
7.	Other Special Training:				
8.			7700		
	College/ University	Subject to	be taught	Teaching Load for the Semester	
unders	It is understood, however signed, it shall prevail at all		chools Divisi	on necessitates the services of the	
govern	Moreover, attached is a comment physician.	ertificate of my	recent physic	cal examination, duly certified by a	
		<del></del>		= =	
	Date		to the second	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				
Η.	Length of Service in Public Schools				
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