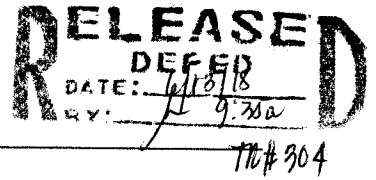


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region 1  
SCHOOLS DIVISION OFFICE  
Dagupan City

Email Add.: [deped.dagupan@deped.gov.ph](mailto:deped.dagupan@deped.gov.ph) / Telefax No. (075) 515-6009



Division Memorandum No. 204 s., 2018

To: Assistant Schools Division Superintendents  
Chief Education Supervisors CID and SGOD  
Curriculum and Implementation Division Personnel  
School Governance and Operations Division Personnel  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Master Teachers and Teachers  
All Others Concerned

From: Office of the Schools Division Superintendent

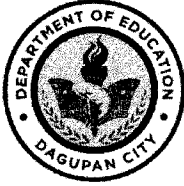
Date: **June 6, 2018**

Subject: **SEEKING APPROVAL FOR PERMIT TO TEACH**

1. To ensure the compliance of the Schools Division Office of Dagupan City in providing satisfactory and quality service to all stakeholders in accordance with all regulatory and statutory requirements set by the Civil Service Commission and Department Education, the Office seeks to reiterate the guidelines as stated in Republic Act No. 6713 also known as, "An Act Establishing a Code of Conduct and Ethical Standards for Public Office being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations and Other Purposes."
2. Section 7-Prohibited Acts and Transactions, (b) paragraph 2 states that:

*"Outside employment and other activities thereto- that public officials and employees during their incumbency shall not engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions."*
3. Anent to this, all teaching and non-teaching personnel who plans to take part-time job on HEIs shall submit the following requirements to the Schools Governance and Operations Division, Human Resource and Development Section for verification and to be forwarded to the Office of the Schools Division Superintendent for appropriate action:
  - a. Letter request with the Permit to Teach form (*see attached*) duly signed by the immediate supervisor;
  - b. A photocopy of the applicants Teacher/Supervisory Program or IPCRF/OPCRF
  - c. A photocopy of the signed OPCR/PCRF of the applicant for the past two years.
4. In addition, each personnel shall be strictly reminded of the following as stated in DepEd Order No. 16 s, 2009 entitled, Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) and Memorandum Circular No.3 s, 2016 entitled, Enjoining All Government Officials and Employees to Strictly Observe and Comply with the Required Work Hour" that:
  - a. Teaching loads must be scheduled every Saturday or after class/office hours during weekdays.
  - b. Subjects or course taught must be related to the particular field of work;
  - c. The personnel must be physically fit to teach and perform other relevant tasks;
  - d. This part-time job should not hinder the performance of his/her official duties and responsibilities.
5. Approved permit to teach shall be subjected for renewal every school year.
6. Widest dissemination and strict compliance of this Memorandum is highly desired.

  
**LORNA Q. BUGAYONG, Ph.D., CESO VI**  
Schools Division Superintendent



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 DEPARTMENT OF EDUCATION  
 Region 1  
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 Dagupan City

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**APPLICATION FOR PERMIT TO TEACH**

\_\_\_\_\_ Date

Name of Personnel: \_\_\_\_\_

Applicant's Assignment:

School: \_\_\_\_\_

District: \_\_\_\_\_

School where the applicant plans to teach:

School: \_\_\_\_\_

Place: \_\_\_\_\_

Last Performance Rating: \_\_\_\_\_

**LIST OF SUBJECTS TO TEACH**

1<sup>ST</sup> Semester     2<sup>ND</sup> Semester     Trimester     Summer    SY 20\_\_ - 20\_\_

SUBJECT/S	UNITS	DAY	TIME

Certified Correct:

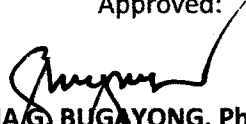
\_\_\_\_\_  
 Signature of Teacher

\_\_\_\_\_  
 University Dean

Recommending Approval:

\_\_\_\_\_  
 School Head

Approved:

  
**LORNA G. BUGAYONG, PH.D., CESO VI**  
 Schools Division Superintendent