


	Quality Form		Document Code: OSDS-ADMIN-ADMIN-007 Revision: 00 Effectivity date: 08-20-2018
	PERMIT TO ENGAGE IN PRIVATE BUSINESS/PROFESSION		Name of Office: OSDS-ADMIN-ADMIN

Name: _____ Position: _____ Sex _____

School/Office where employed: _____

Private Business/Employer's Name: _____

Private Business/Employer's Address: _____

School Year/ Calendar Year: _____ Semester /Summer: _____

Position/ Profession	Subject/ Description of Functions	Work Schedule	Time

Number of units/subjects to teach/hours to spend in private business: _____

I hereby certify that I have read Section 12, Rule XIII of CSC MC No.15, s.1999 that as a public employee and as provided by law, I shall not engage directly or indirectly in any private business of profession without a written permission from the head of agency and have read all the provisions of which I am bound to observe strictly. I understand that if my efficiency as a DepEd employee will be adversely affected, this permission will be revoked. I shall discharge the said private functions only after office hours, prioritize my official functions and shall faithfully heed to the other rules and regulations therein.

Name and signature of Applicant
Contact No. _____

Date

APPROVAL RECOMMENDED:

I, the undersigned, certify that the applicant is doing satisfactory work with an efficiency rating of Very Satisfactory, that I shall be held strictly responsible for any undue delay in forwarding the application to the Superintendent if the application is filed on time, that I shall recommend the revocation of this permission if the applicant violates any or all regulations given in RA6713 and/or CSC MC No. 16 s.1999.

Name and Signature of Immediate Head



Date

To be filled-out by SDO Personnel

PERMIT NO. _____
This permit expires on _____

Approved:

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

	Quality Form		Document Code: OSDS-ADMIN-ADMIN-007 Revision: 00 Effectivity date: 08-20-2018
	PERMIT TO ENGAGE IN PRIVATE BUSINESS/PROFESSION		Name of Office: OSDS-ADMIN-ADMIN

SECURING PERMIT TO ENGAGE IN PRIVATE BUSINESS/PROFESSION AS PER RA 6713, RA 3019, CSC no.5, s.1966, CSC MC No.15, s.1999

Guidelines:

1. Permission to teach maybe granted only for subjects or courses which are related to the particular field of work of the official or employee concerned for special fields or subjects where there is dearth of qualified teachers.
2. If permission to teach shall be granted, the teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than three hours a day on regular working days.
3. No official or employee shall be allowed to teach in any school or institution over which he directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position in the Government in contemplation of the Anti-Graft and Corrupt Practice and the Prohibited Acts under the Code of Ethics.
4. The permission to teach shall be per semestral basis while permission to engage in business shall be per contract basis.

Requirements in applying for Permit to Engage in Private Business/Profession:

One (1) set only as follows:

1. Permit to Engage in Private Business/Profession FORM (2 copies)
2. Copy of the class or work schedule certified by the Immediate Supervisor
3. Certification from the authorized official of the private school or entity where the profession is to be practiced
 - a. Permit to teach - his/her loads with the corresponding number of units and the schedule
 - b. Permit to engage in business – schedule of contract
4. Medical certificate attesting to the requesting employee's fitness, duly certified by a government physician.

Reminders:

1. Accomplished permit to engage in private business/profession FORM shall be submitted to the Administrative Section **not later than 15 days** before engaging in private business/profession.
2. If this form is to be downloaded from the internet, please print on both sides of the paper (*"Back to back"*).

Applicant's Signature/Date