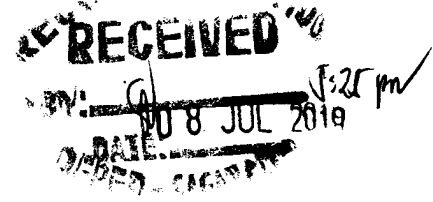




**DepED**  
DEPARTMENT OF EDUCATION  
Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**  
Quezon Street., Poblacion I, Sagay City



July 8, 2019



DIVISION MEMORANDUM  
NO. 227 s. 2019

**POLICY ON PART-TIME TEACHING IN HIGHER EDUCATIONAL INSTITUTIONS OF TEACHING AND NON-TEACHING PERSONNEL**

To: CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
Heads of Private Elementary and Secondary Schools  
Division Accountant  
Administrative Officer V – Admin Services

1. Section 7 of RA No. 6713 entitled "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees provides for the Prohibited Acts and Transactions, (b) paragraph 2, 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.
2. In connection with this, all interested personnel who wish to take part-time jobs in higher education institutions are required to accomplish and submit the permit to teach (Enclosure No. 1) stating the following information at least two weeks prior to the opening of the school year:
  - a. Letter request to teach part-time approved by the school head stating the complete schedule of the concerned personnel;
  - b. Schedule of specified teaching loads from the Higher Education Institution signed by the Dean of College, University or College President or Vice President.
3. Further, each teaching or non-teaching personnel shall be reminded that:
  - a. Teaching loads must be scheduled every Saturday or after class/office hours during weekdays;
  - b. He/she must be physically fit to teach and perform extra job; and
  - c. The part-time job should not adversely affect the performance of his/her official duties.

These reminders are guided by the policy on the Working Hours for Public School Teachers and Strict Observance and Compliance with the Required Work Hours pursuant to CSC Resolution No. 080096 and Memorandum Circular No. 3 s. 2016.

4. The permit to teach should be renewed every year.
5. Widest dissemination and strict compliance of this memorandum is highly requested.

*Marsette D. SabbalUCA*  
MARSETTE D. SABBALUCA, CESO VI