



Republic of the Philippines
Department of Education
 REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**APPLICATION FOR A PERMIT TO ENGAGE IN PRIVATE BUSINESS OR
 PROFESSION FOR NON-TEACHING PERSONNEL**

Name: _____ **Position:** _____ **Sex** _____

School/Office where employed: _____

Private Business/Employer's Name: _____

Private Business/Employer's Address: _____

School Year/ Calendar Year: _____

Description of Functions			
Position/ Profession	Description of Functions	Work Schedule	Time

Number of hours to spend in private business: _____

I hereby certify that I have read Section 18, 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

Date

Recommending approval:

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. 15 s.1999.

Name and signature of Immediate Head

Date

To be filled-out by SDO Personnel:

PERMIT NO. _____

This permit expires on _____

Approved:

CELEDONIO B. BALDERAS JR.
 Schools Division Superintendent



Address: Brgy. Potol, Tayabas City
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Requirements in applying for Permit to Engage in Private Business/Profession as per RA 6713 and CSC MC No. 15, s. 1999

One (1) set only as follows:

1. Application for a Permit to Engage in Private Business or Profession for Non-Teaching Personnel FORM (2 copies)
2. Copy of work schedule certified by the Immediate Supervisor
3. Certification from the authorized official of the entity where the profession is to be practiced (including the schedule of the contract).
4. Medical certificate attesting to the requesting employee's fitness, duly certified by a government physician.

Reminders:

1. The application for a Permit to Engage in Private Business or Profession for Non-Teaching Personnel form must be submitted to the Division Office **not later than 15 days** before engaging in private business or profession.
2. Permission to engage in business shall be granted on a per-contract basis..
3. If downloading this form from the website, please print it on both sides of the paper ("back to back").

Applicant's Signature/Date