



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

31 AUGUST 2022

DIVISION MEMORANDUM
No. 537 s. 2022

SECURING PERMIT TO TEACH AND PERMIT TO STUDY

To: Chief Education Supervisors
All Heads, Public Elementary and Secondary Schools
All Heads, Unit/Section Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. This office noted that there are employees who did not secure Permit to Teach or Permit to Study but presently employed outside DepEd or presently studying. In this regard, everyone is reminded on the observance of **Republic Act No. 6713 also known as An Act Establishing A Code of Conduct and Ethical Standards For Public Officials and Employees, To Uphold the Time-Honored Principle of Public Office Being A Public Trust, Granting Incentives and Rewards For Exemplar Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes. Section 7** of this Act, cited that Prohibited Acts and Transactions include the **Outside employment and other activities related thereto**, particularly **“Engaging in the private practice of their profession unless authorized by the Constitutional or law, provided, that such practice will not conflict or tend to conflict with their official functions”**. This is also supported by RA 3019 or Anti-Graft and Corrupt Practices Act and reiterated in Section 18, Rule XIII of **CSC Memorandum Circular No. 15, s. 1999**.

Section 18. *“Unless otherwise provided by law, no officer or Employee shall engage directly or indirectly in any private business or profession without a written permission from the the head of agency provided that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that their entire time be at the disposal of the government: Provided further, that if an employee is granted to engage in outside activities, the time devoted outside of the office hours should be fixed by the Head of the Agency so that it will not impair in anyway the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions”*.

2. **Section 11 of RA 6713** provides that any public official or employee, regardless of whether or not holds office or employment in casual, temporary, holdover,



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



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DIVISION MEMORANDUM

No. 537 s. 20xx

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permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice of hearing by the appropriate body or agency.

3. In this light, it is expected that all officials and employees of this division shall secure permit to teach or permit to study before engaging into any private practice or other activities related thereto. In securing permit, everyone is instructed to observe **DepEd Order No. 5, s. 2008 re: Dissemination of the Code of Signing Authorities on Administrative and Financial Matters to Central and Field Offices.**

4. Enclosed herein are the copy of RA 6713, RA 3019, CSC MC No. 15 s. 1999, DepEd Order No. 5 s. 2008 and relevant forms for your references.

5. For your information and strict compliance.



NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

[REPUBLIC ACT NO. 6713]

**AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS
FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED
PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST,
GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE,
ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING
PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. — This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. — As used in this Act, the term:

(a) "Government" includes the national government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) "Gift" refers to a thing or a right disposed of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) "Loan" covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

(h) "Person" includes natural and juridical persons unless the context indicates otherwise.

(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas*, *inso* and *balae*.

Section 4. Norms of Conduct of Public Officials and Employees. — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) *Commitment to public interest.* — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) *Professionalism.* — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) *Political neutrality.* — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) *Responsiveness to the public.* — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-

economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) *Nationalism and patriotism.* — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) *Commitment to democracy.* — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) *Simple living.* — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees. — In the performance of their duties, all public officials and employees are under obligation to:

(a) *Act promptly on letters and requests.* — All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) *Submit annual performance reports.* — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) *Process documents and papers expeditiously.* — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.

(d) *Act immediately on the public's personal transactions.* — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) *Make documents accessible to the public.* — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

Section 6. System of Incentives and Rewards. — A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions. — In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) *Financial and material interest.* — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) *Outside employment and other activities related thereto.* — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) 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; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) Disclosure and/or misuse of confidential information. —

Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- (1) To further their private interests, or give undue advantage to anyone; or
- (2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts. — Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

- (i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
- (ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- (iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 8. Statements and Disclosure. — Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) *Statements of Assets and Liabilities and Financial Disclosure.* — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

- (a) real property, its improvements, acquisition costs, assessed value and current fair market value;
- (b) personal property and acquisition cost;
- (c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;
- (d) liabilities, and;
- (e) all business interests and financial connections.

The documents must be filed:

- (a) within thirty (30) days after assumption of office;
- (b) on or before April 30, of every year thereafter; and
- (c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforesaid documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

- (1) Constitutional and national elective officials, with the national office of the Ombudsman;
- (2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President;
- (3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
- (4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) *Identification and disclosure of relatives.* — It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) *Accessibility of documents.* — (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) *Prohibited acts.* — It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9. Divestment. — A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10. Review and Compliance Procedure. — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. — (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: *Provided, however,* That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for

individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards. — Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

Section 14. Appropriations. — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the Annual General Appropriations Act.

Section 15. Separability Clause. — If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 16. Repealing Clause. — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17. Effectivity. — This Act shall take effect after thirty (30) days following the completion of its publication in the *Official Gazette* or in two (2) national newspapers of general circulation.

Approved, February 20, 1989.

[REPUBLIC ACT NO. 3019]

ANTI-GRAFT AND CORRUPT PRACTICES ACT

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Statement of policy. — It is the policy of the Philippine Government, in line with the principle that a public office is a public trust, to repress certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 2. Definition of terms. — As used in this Act, the term —

(a) "Government" includes the national government, the local governments, the government-owned and government-controlled corporations, and all other instrumentalities or agencies of the Republic of the Philippines and their branches.

(b) "Public officer" includes elective and appointive officials and employees, permanent or temporary, whether in the classified or unclassified or exempt service receiving compensation, even nominal, from the government as defined in the preceding subparagraph.

(c) "Receiving any gift" includes the act of accepting directly or indirectly a gift from a person other than a member of the public officer's immediate family, in behalf of himself or of any member of his family or relative within the fourth civil degree, either by consanguinity or affinity, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is under the circumstances manifestly excessive.

(d) "Person" includes natural and juridical persons unless the context indicates otherwise.

Section 3. Corrupt practices of public officers. — In addition to acts or omissions of public officers already penalized by existing law, the following shall constitute corrupt practices of any public officer and are hereby declared to be unlawful:

(a) Persuading, inducing or influencing another public officer to perform an act constituting a violation of rules and regulations duly promulgated by competent authority or an offense in connection with the official duties of the latter, or allowing himself to be persuaded, induced, or influenced to commit such violation or offense.

(b) Directly or indirectly requesting or receiving any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other party, wherein the public officer in his official capacity has to intervene under the law.

(c) Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for the help given or to be given, without prejudice to Section thirteen of this Act.

(d) Accepting or having any member of his family accept employment in a private enterprise which has pending official business with him during the pendency thereof or within one year after its termination.

(e) Causing any undue injury to any party, including the Government, or giving any private party any unwarranted benefits, advantage or preference in the discharge of his official administrative or judicial functions through manifest partiality, evident bad faith or gross inexcusable negligence. This provision shall apply to officers and employees of offices or government corporations charged with the grant of licenses or permits or other concessions.

(f) Neglecting or refusing, after due demand or request, without sufficient justification, to act within a reasonable time on any matter pending before him for the purpose of obtaining, directly or indirectly, from any person interested in the matter some pecuniary or material benefit or advantage, or for the purpose of favoring his own interest or giving undue advantage in favor of or discriminating against any other interested party.

(g) Entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby.

(h) Directly or indirectly having financial or pecuniary interest in any business, contract or transaction in connection with which he intervenes or takes part in his official capacity, or in which he is prohibited by the Constitution or by any law from having any interest.

(i) Directly or indirectly becoming interested, for personal gain, or having a material interest in any transaction or act requiring the approval of a board, panel or group of which he is a member, and which exercises discretion in such approval, even if he votes against the same or does not participate in the action of the board, committee, panel or group.

Interest for personal gain shall be presumed against those public officers responsible for the approval of manifestly unlawful, inequitable, or irregular transaction or acts by the board, panel or group to which they belong.

(j) Knowingly approving or granting any license, permit, privilege or benefit in favor of any person not qualified for or not legally entitled to such license, permit, privilege or advantage, or of a mere representative or dummy of one who is not so qualified or entitled.

(k) Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized persons, or releasing such information in advance of its authorized release date.

The person giving the gift, present, share, percentage or benefit referred to in subparagraphs (b) and (c); or offering or giving to the public officer the employment mentioned in subparagraph (d); or urging the divulging or untimely release of the confidential information referred to in subparagraph (k) of this section shall, together with the offending public officer, be punished under Section nine of this Act and shall be permanently or temporarily disqualified in the discretion of the Court, from transacting business in any form with the Government.

Section 4. Prohibition on private individuals. — (a) It shall be unlawful for any person having family or close personal relation with any public official to capitalize or exploit or take advantage of such family or close personal relation by directly or indirectly requesting or receiving any present, gift or material or pecuniary advantage from any other person having some business, transaction, application, request or contract with the government, in which such public official has to intervene. Family relation shall include the spouse or relatives by consanguinity or affinity in the third civil degree. The word "close personal relation" shall include close personal friendship, social and fraternal connections, and professional employment all giving rise to intimacy which assures free access to such public officer.

(b) It shall be unlawful for any person knowingly to induce or cause any public official to commit any of the offenses defined in Section 3 hereof.

Section 5. Prohibition on certain relatives. — It shall be unlawful for the spouse or for any relative, by consanguinity or affinity, within the third civil degree, of the President of the Philippines, the Vice-President of the Philippines, the President of the Senate, or the Speaker of the House of Representatives, to intervene, directly or indirectly, in any business, transaction, contract or application with the Government: *Provided*, That this section shall not apply to any person who, prior to the assumption of

office of any of the above officials to whom he is related, has been already dealing with the Government along the same line of business, nor to any transaction, contract or application already existing or pending at the time of such assumption of public office, nor to any application filed by him the approval of which is not discretionary on the part of the official or officials concerned but depends upon compliance with requisites provided by law, or rules or regulations issued pursuant to law, nor to any act lawfully performed in an official capacity or in the exercise of a profession.

Section 6. Prohibition on Members of Congress. — It shall be unlawful hereafter for any Member of the Congress during the term for which he has been elected, to acquire or receive any personal pecuniary interest in any specific business enterprise which will be directly and particularly favored or benefited by any law or resolution authored by him previously approved or adopted by the Congress during the same term.

The provision of this section shall apply to any other public officer who recommended the initiation in Congress of the enactment or adoption of any law or resolution, and acquires or receives any such interest during his incumbency.

It shall likewise be unlawful for such member of Congress or other public officer, who, having such interest prior to the approval of such law or resolution authored or recommended by him, continues for thirty days after such approval to retain such interest.

Section 7. Statement of assets and liabilities. — Every public officer, within thirty days after assuming office, thereafter, on or before the fifteenth day of April following the close of every calendar year, as well as upon the expiration of his term of office, or upon his resignation or separation from office, shall prepare and file with the office of the corresponding Department Head, or in the case of a Head of department or Chief of an independent office, with the Office of the President, a true, detailed sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year: *Provided*, That public officers assuming office less than two months before the end of the calendar year, may file their first statement on or before the fifteenth day of April following the close of the said calendar year. (As amended by RA3047, PD 677, January 24, 1978).

Section 8. Prima facie evidence of and dismissal due to unexplained wealth. — If in accordance with the provisions of Republic Act Numbered One thousand three hundred seventy-nine, a public official has been found to have acquired during his incumbency, whether in his name or in the name of other persons, an amount of property and/or money manifestly out of proportion to his salary and to his other lawful income, that fact shall be a ground for dismissal or removal. Properties in the name of the spouse and dependents of such public official may be taken into consideration, when their acquisition through legitimate means cannot be satisfactorily shown. Bank deposits in the name of or manifestly excessive expenditures incurred by the public official, his spouse or any of their dependents including but not limited to activities in any club or association or any ostentatious display of wealth including frequent travel abroad of a non-official character by any public official when such activities entail expenses evidently out of proportion to legitimate income, shall likewise be taken into consideration in the enforcement of this section, notwithstanding any provision of law to the contrary. The circumstances hereinabove mentioned shall constitute valid ground for the administrative suspension of the public official concerned for an indefinite period until the investigation wealth is completed. (As amended by BP Blg., 195, March 16, 1982)

Section 9. Penalties for violations. — (a) Any public officer or private person committing any of the unlawful acts or omissions enumerated in Sections 3, 4, 5 and 6 of this Act shall be punished with imprisonment for not less than six years and one month nor more than fifteen years, perpetual disqualification from public office, and confiscation or forfeiture in favor of the Government of any prohibited interest and unexplained wealth manifestly out of proportion to his salary and other lawful income.

Any complaining party at whose complaint the criminal prosecution was initiated shall, in case of conviction of the accused, be entitled to recover in the criminal action with priority over the forfeiture in favor of the Government, the amount of money or the thing he may have given to the accused, or the fair value of such thing.

(b) Any public officer violating any of the provisions of Section 7 of this Act shall be punished by a fine of not less than one thousand pesos nor more than five thousand pesos, or by imprisonment not exceeding one year and six months, or by both such fine and imprisonment, at the discretion of the Court.

The violation of said section proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public officer, even if no criminal prosecution is instituted against him. (Amended by BP Blg. 195, March 16, 1982).

Section 10. Competent court. — Until otherwise provided by law, all prosecutions under this Act shall be within the original jurisdiction of the Sandiganbayan. (As amended by BP Blg. 195, March 16, 1982)

Section 11. Prescription of offenses. — All offenses punishable under this Act shall prescribe in fifteen years.

Section 12. Termination of office. — No public officer shall be allowed to resign or retire pending an investigation, criminal or administrative, or pending a prosecution against him, for any offense under this Act or under the provisions of the Revised Penal Code on bribery.

Section 13. Suspension and loss of benefits. — Any incumbent public officer against whom any criminal prosecution under a valid information under this Act or under Title Seven Book II of the Revised Penal Code or for any offense involving fraud upon government or public funds or property whether as a simple or as complex offense and in whatever stage of execution and mode of participation, is pending in court shall be suspended from office. Should he be convicted by final judgement, he shall lose all retirement or gratuity benefits under any law, but if he is acquitted, he shall be entitled to reinstatement and to the salaries and benefits which he failed to receive during suspension, unless in the meantime administrative proceedings have been filed against him.

In the event that such convicted officer, who may have been separated from the service has already received such benefits he shall be liable to restitute the same to the government. (As amended by BP Blg. 195, March 16, 1982).

Section 14. Exception. — Unsolicited gifts or presents of small or insignificant value offered or given as a mere ordinary token of gratitude or friendship according to local customs or usage, shall be excepted from the provisions of this Act.

Nothing in this Act shall be interpreted to prejudice or prohibit the practice of any profession, lawful trade or occupation by any private person or by any public officer who under the law may legitimately practice his profession, trade or occupation, during his incumbency, except where the practice of such profession, trade or occupation involves conspiracy with any other person or public official to commit any of the violations penalized in this Act.

Section 15. Separability clause. — If any provision of this Act or the application of such provision to any person or circumstances is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 16. Effectivity. — This Act shall take effect on its approval, but for the purpose of determining unexplained wealth, all property acquired by a public officer since he assumed office shall be taken into consideration.

Approved, August 17, 1960.



MC No. 15, s. 1999

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998

In line with the thrust of the Commission to make the bureaucracy more dynamic and responsive, CSC Resolution No. 99-1907, s. 1999 authorized certain additions and modifications to the existing rules on appointment and other personnel actions, otherwise known as CSC Memorandum Circular No. 40, s. 1998. The amendments, in capital letters, read as follows:

RULE III

Common Requirements For Regular Forms

Sec. 1. The revised CS Form 33 which shall be in Filipino with English translation, shall be used for appointments in the career and non-career service except those of casuals which shall use the Plantilla Appointment Form.

- a. Form. The appointment which must be in triplicate copies shall be in the prescribed CS Form 33 (Revised 1998) for regular employees or the Plantilla Form No. **001** for casuals. Original copies shall not be filled out using xeroxed or photocopied forms.

Republic of the Philippines

PLANTILLA OF CASUAL APPOINTMENT

Department/Division : _____

Source of Funds : _____

Date Prepared by HRMO : _____

Name of Appointee/s	Position	Level	SG	Daily Wage/	Period of Employment		If Renewal, indicate dates of previous employment)
					From	To	

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their/his name(s) for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 40, s. 1998, *AS AMENDED*, have been complied with, reviewed and found in order.

CSC ACTION:

HRMO

Approved

Disapproved

APPOINTING AUTHORITY:

Name/Position

Head, CSC Field Office

Date Issued

Date Signed

- i. **Personal Data Sheet.** The appointee's Personal Data Sheet (CS Form 212, Revised, 1998) which should be properly and completely accomplished by the appointee, shall be attached to the appointment. **SAID PDS SHALL CONTAIN AN AUTHORIZATION FROM THE JOB APPLICANT/EMPLOYEE THAT THE AGENCY HEAD OR HIS AUTHORIZED REPRESENTATIVE CAN VERIFY/VALIDATE THE CONTENTS THEREIN.** For appointment of substitute teachers and renewal of appointment of contractual and casual personnel, updated Personal Data Sheet shall be required.

Section 2. Employment Status in General.

- a. **Permanent** – issued to a person who meets all the minimum qualification requirements of the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof. **THIS INCLUDES ALL LEVELS OF POSITIONS.**

Section 4. Nature of Appointment. The nature of appointment shall be as follows:

- a. **ORIGINAL** – refers to the initial entry into the career and non-career service.

HOWEVER, FOR THOSE IN THE CAREER SERVICE, the first six months of service following a permanent appointment shall be probationary in nature and the appointee shall undergo a thorough character investigation. A probationer may be dropped from the service for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period. Provided that such action is appealable to the Commission.

- b. **(DELETED)**
- e. **REEMPLOYMENT.** – is the reappointment of a person who has been previously appointed to a position in the career or **NON-CAREER SERVICE** and was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, non-disciplinary actions such as dropping from the rolls **AND OTHER MODES OF SEPARATION.** Reemployment presupposes a gap in the service.

No prior authority shall be required for the reemployment of a person who has been previously retired and who has not reached the compulsory retirement age of 65.

- f. Reappointment. - is the re-issuance of an appointment during reorganization, devolution, salary standardization, re-nationalization or similar events. Reappointment presupposes no gap in the service.

Section 6. Other Personnel Movements. - The following personnel movements which will not require issuance of an appointment shall nevertheless require an office order issued by a duly authorized official or body (in case of collegial body):

- c. Secondment – movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment which may either involve increase in compensation and benefits.

ACCEPTANCE THEREOF IS VOLUNTARY ON THE PART OF THE EMPLOYEE.

Secondment shall be governed by the following general guidelines:

- (i) Secondment shall be limited to employees occupying managerial, professional, technical and scientific positions.
- (ii) Secondment to international bodies/ organizations recognized by the Philippine government may be allowed.
- (iii) Secondment for a period of one year or more shall be subject to approval by the Commission. **IN CASE THE SECONDMENT OF LESS THAN ONE YEAR IS EXTENDED AND SUCH EXTENSION SHALL COVER A TOTAL PERIOD OF ONE YEAR OR MORE, THE EXTENSION SHALL BE SUBJECT TO THE COMMISSION'S APPROVAL.**
- (iv) **APPROVAL OF THE SECONDMENT SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:**
 - 1. **A MEMORANDUM OF AGREEMENT OR CONTRACT FOR SECONDMENT BETWEEN THE MOTHER AND**

RECEIVING AGENCY AND CONCURRED IN BY THE EMPLOYEE SHALL BE SUBMITTED TO CSC WITHIN 30 DAYS FROM SIGNING OF THE CONTRACT.

A SECONDED EMPLOYEE SHALL NOT BE ALLOWED TO REPORT TO THE RECEIVING AGENCY EARLIER THAN THE DATE OF SIGNING OF THE MEMORANDUM OF AGREEMENT.

- 2. THE PERIOD OF SECONDMENT SHALL BE FOR A MAXIMUM OF THREE (3) YEARS EXCEPT OTHERWISE PROVIDED BY LAW OR AS REQUIRED UNDER BILATERAL/MULTILATERAL AGREEMENTS.**
- (v) ANY VIOLATION OF THE PROVISIONS OF THE MEMORANDUM OF AGREEMENT SHALL BE GROUND FOR DISCONTINUANCE THEREOF WITHOUT PREJUDICE TO THE FILING OF DISCIPLINARY ACTION AGAINST THE PERSON/S RESPONSIBLE FOR THE VIOLATION.**
- (vi) ACCEPTANCE OF SCHOLARSHIP BY SECONDED EMPLOYEE SHALL TERMINATE THE SECONDMENT.**
- (vii) Payment of salaries of seconded employee shall be borne by the receiving agency. In case of a higher compensation covered by a duly issued appointment within the Philippine government, the same may be used for the purpose of computing his retirement benefits but not for the purpose of commutation of leave credits earned in the mother agency. In case of a lower compensation, the mother agency shall pay the difference. This rule does not apply in cases of secondment to international agencies.**
- (viii) The seconded employee shall be on leave without pay in his mother agency for the duration of his secondment, and during such period, he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.**

RULE XII

Section 2. Dropping from the Rolls. Officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the rolls subject to the following procedures.

- a. An officer or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) **WORKING** days shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 files **OR TO HIS LAST KNOWN ADDRESS**;
- b. If the number of unauthorized absences incurred is less than thirty (30) **WORKING** days, a written Return-to-Work order shall be served on the official or employee at his last known address on record. Failure on his part to report for work within the period stated in the order shall be a valid ground to drop him from the rolls.

RULE XIII

Sec. 4. A person who lost in an election (except Barangay election) shall not be eligible for appointment or reemployment to any office in the government or any government-owned or controlled corporation within one year following such election.

Sec. 12. No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government.

The Commission however may, in meritorious cases, extend the services of one who has reached compulsory retirement age of 65 years for a period of **SIX (6) MONTHS. SUCH EXTENSION SHALL BE AT THE MAXIMUM PERIOD OF ONE (1) YEAR FOR THOSE WHO WILL COMPLETE THE FIFTEEN (15) YEARS OF SERVICE REQUIRED UNDER THE GSIS LAW. REQUEST FOR EXTENSION SHALL BE MADE BY THE HEAD OF OFFICE AND SHALL BE FILED WITH THE COMMISSION PRIOR TO THE DATE OF THE OFFICIAL/EMPLOYEE'S COMPULSORY RETIREMENT.**

RULE V

Sec. 1. In addition to the common requirements and procedures, the following requirements and guidelines shall also be observed and the necessary documents submitted, when applicable.

- c. Discrepancy in Name/Place of Birth. –** In case of discrepancy in the name, date/place of birth of the appointee as appearing in the Report of Rating or Certificate of Eligibility, and that appearing in his Personal Data Sheet (CS Form 212), the correct name, date/place of birth shall be ascertained in accordance with the following requirements and procedures:
 - i.** A request for the correction of name, place and/or date of birth and such other personal information appearing in the records of this Commission must be filed with the **PROPER CIVIL SERVICE REGIONAL OFFICE**, with the use of the proper form.
 - ii.** The request must be accompanied by an authenticated copy of the birth certificate or certificate containing information from the register of birth of the City or Municipality where the requesting party was born.
 - iii.** The birth certificate must contain information/**DATA** which were recorded or registered within a reasonable period of time after the birth of the person making the request.
 - iv.** A birth certificate containing information recorded long after the birth of the person is not sufficient evidence to warrant a correction or change of information in the records of the Commission in the absence of a court order.
 - v.** The action on said request shall be in an appropriate **WRITTEN ORDER OF THE CIVIL SERVICE REGIONAL OFFICE**.

- e. DESIGNATION. - IS MERELY AN IMPOSITION OF ADDITIONAL DUTIES TO BE PERFORMED BY A PUBLIC OFFICIAL WHICH IS TEMPORARY AND CAN BE TERMINATED ANYTIME AT THE PLEASURE OF THE APPOINTING AUTHORITY.**

RULE IV

Section 1. An appointment issued in accordance with pertinent laws and rules shall take effect immediately upon its issuance by the appointing authority, and if the appointee has assumed the duties of the position, he shall be entitled to receive his salary at once without awaiting the approval of his appointment by the Commission. The appointment shall remain effective until disapproved by the Commission. In no case shall an appointment take effect earlier than the date of its issuance.

In case of local government unit, appointment requiring concurrence of the Sangguniang **PANLALAWIGAN/Bayan** the effectivity thereof shall not be earlier than the date of such concurrence.

Section 2. No appointment shall be made effective earlier than the date of issuance, except in the case of change of status in view of having acquired a civil service eligibility or in case of a teacher having acquired a valid certificate of registration and valid professional license.

The effectivity of the change of status should be the date of release of the result of the examination and/or the date of issuance of appropriate license/s. **THE SAME SHALL BE MADE UPON THE PRESENTATION OF THE CERTIFICATE OF ELIGIBILITY TO THE PROPER CIVIL SERVICE FIELD/REGIONAL OFFICE AND SUBSEQUENT VERIFICATION OF ITS AUTHENTICITY. SAID OFFICE SHALL INDICATE THE EFFECTIVITY OF THE CHANGE OF STATUS FROM TEMPORARY TO PERMANENT AS A FOOTNOTE ON THE TEMPORARY APPOINTMENT AND SERVICE CARD ON FILE.**

HOWEVER, CHANGE OF STATUS OF APPOINTMENT FROM TEMPORARY TO PERMANENT BECAUSE OF COMPLETION OF THE REQUIRED EDUCATION, TRAINING AND EXPERIENCE SHALL BE EFFECTIVE UPON PRESENTATION OF THE PROOF THERETO AND ITS CORRESPONDING INDORSEMENT FROM THE APPOINTING AUTHORITY.



Republic of the Philippines
Department of Education

OSJC-82749
DepED
DEPARTMENT OF EDUCATION

Office of the Secretary

JAN 18 2008

DepED ORDER
No. 5, s. 2008

**DISSEMINATION OF THE CODE OF SIGNING AUTHORITIES
ON ADMINISTRATIVE AND FINANCIAL MATTERS
TO CENTRAL AND FIELD OFFICES**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of the Code of Signing Authorities on Administrative and Financial Matters to Central and Field Offices.
2. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.:
As stated

References:

DepED Order: Nos. 50 and 51, s. 1999; 4, s. 2001 and 53, s. 2005
Office Order dated March 8, 2001 and October 7, 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

AUTHORITY
OFFICIALS
POLICY



(Enclosure to DepED Order No. 5, s. 2008)

**CODE OF SIGNING AUTHORITIES ON ADMINISTRATIVE AND FINANCIAL
MATTERS TO CENTRAL AND FIELD OFFICES**

In the interest of the service and in order to keep up with the current issuances and policies, the Code of Signing Authorities on Financial and Administrative matters to Central and Field Offices is hereby prescribed as follows:

I. PERSONNEL MATTERS

A. ORIGINAL, RENEWAL, AND PROMOTIONAL APPOINTMENTS

Subject to compliance with existing CSC rules and regulations, the approving authority for all original, renewal and promotional appointments is delegated as follows:

CENTRAL

Division Chief & Above
Below Division Chief

APPROVING

Secretary
USEC for Finance & Administration

FIELD

Division Chief & Above

Below Division Chief

APPROVING

Regional Director/Schools Division
Superintendent
Regional Director
Those accredited Region/Division Offices
authorized to issue appointments shall retain
their authority

B. APPOINTMENT OF CONTRACTUAL/CO-TERMINOUS EMPLOYEES

Approval of appointments for contractual employees or those hired under contract of service:

	RECOMMENDING	APPROVING
Central	Head of Office	USEC for Finance & Administration
Field	Head of Office	Regional Director Those accredited Region/ Division Offices authorized to issue appointments shall retain their authority

C. DESIGNATION OF OFFICIALS AND EMPLOYEES

1. Temporary designation of Officers-in-Charge (OICs) to presidential appointive positions shall be approved by the Secretary upon the recommendation of the management Selection Advisory Committee (MSAC).

2. Designation of Officers-in-Charge (OICs) to Division Chief which entails payment of RATA shall be approved or confirmed by the Secretary upon recommendation of the Undersecretary for Finance and Administration and concerned Undersecretary subject to the observance of and compliance with relevant CSC standards and guidelines such as CSC MC No. 6, series of 2005.
3. Designation of Special Disbursing Officers shall be approved by the Undersecretary for Finance and Administration for Central Office and by Regional Director/Schools Division/City Superintendent for Regional/ Division Office and shall be subject to existing pertinent rules & regulations.
4. The authority is delegated as follows:

	RECOMMENDING	APPROVAL
Central Office		
Presidential Appointee Positions	MSAC	Secretary
Division Chief & below	Head of Office	USEC concerned
Regional Office		
Regional Director and ARD	MSAC	Secretary
Division Chief & below	ARD	Regional Director
Division Office		
- Schools Division City Superintendent Assistant Schools Division/ City Superintendent	MSAC	Secretary
Division Chief	Schools Division City Superintendent	Regional Director
- Below Division Chief	Division Chiefs concerned	Schools Division/City Superintendent

D. DETAILS, TRANSFERS, OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES

1. Detail of any official or employee of the Department in the Central and Field offices to other government agency shall be approved by the Secretary.
2. Permanent transfer to another government office of Division Chief and above including Schools Division Superintendent shall be approved by the Secretary, while transfer of personnel below the Division Chief level shall be approved by the Undersecretary for Finance and Administration or Regional Director for Central and Field Office, respectively.
3. Transfer or reassignment of any official or employees within the Department shall be made only with the concurrence of both heads of the original office/unit where the item belongs and the proposed office/unit of assignment.
4. Copies of all Regional/Division Special Orders relating to reassignment approved in accordance with the delegated authorities of Regional/Schools Division/City Superintendent shall be forwarded to the Personnel Division – Central Office and Offices concerned for information purposes.

5. All details, transfers or reassignments shall be subject to observance of and compliance with relevant standards and guidelines such as CSC MC No. 40, s. 1998 and CSC MC 2, s. 2005.
6. The authority is delegated as follows :

	<u>RECOMMENDING</u>	<u>APPROVING</u>
Within Central Office		
Above Division Chief	Head of Office USEC/ASEC concerned	Secretary
Division Chief and below	Head of Office	USEC concerned
From Central to Field Office and vice versa (for Central Office personnel)		
Above Division Chief	USEC concerned	Secretary
Division Chief & below	Head of Office	USEC concerned
Region		
<u>Outside the Region</u>		
- Regional Director, ARD, Schools Division/ City Superintendent/ Assistant Division/City Supt.	USEC for Planning & Field Operations	Secretary
- Division Chief & below	Regional Director/ ASEC concerned	USEC concerned
<u>Within the Region</u>		
- Division Chief	Regional Director/ ASEC concerned	USEC concerned
- Below Division Chief	Asst. Regional Director	Regional Director
Division Office		
<u>Outside the Division Level (Within the Region)</u>		
- Schools Division/ City Superintendent/ Asst. Division/City Supt	USEC-Planning & Field Operations	Secretary
- Division Chief	Regional Director/ ASEC concerned	USEC concerned
- Below Division Chief	Schools Division/ City Superintendent	Regional Director

Within the Division Level

- Division Chief	Schools Division/ City Superintendent	Regional Director
- Below Division Chief	Division Chief	Schools Division/ City Superintendent

E. REQUESTS FOR PERMISSION TO TEACH, EXERCISE A PROFESSION, OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS

Request for permission to teach, exercise a profession, or engage in business outside of office hours shall be approved subject to observance of and compliance with relevant CSC standards and guidelines, such as Memorandum Circular No. 32, series of 1993, among others.

	RECOMMENDING	APPROVING
Central		
- Undersecretary/Asst Secretary		Secretary
- Assistant Secretary	USEC concerned	Secretary
- Director IV, Director III	USEC concerned	Secretary
- Below Director III	Head of Office	USEC for Finance & Admin
Region		
- Above Division Chief	USEC for Planning & Field Operations	USEC for Finance & Admin
- Division Chief	Asst. Regional Director	Regional Director
- Below Division Chief	Division Chief	Asst. Regional Director
Division Office		
- Division Chief	Schools Division/ City Superintendent	Asst. Regional Director
- Below Division Chief	Division Chief	Schools Division/City Supt

F. APPLICATIONS FOR SICK/VACATION/MATERNITY LEAVE INCLUDING CLEARANCE FOR THE PURPOSE

1. All applications for leave of absence, sick or vacation, covering a period of one (1) year or more shall be approved by the Undersecretary for Finance and Administration upon recommendation of the head of office concerned.
2. All applications for leave of absence of Undersecretaries and Assistant Secretaries regardless of period shall be approved by the Secretary.

3. Applications for sick or vacation leave for a thirty (30) day period or more including maternity leave shall be subject to office clearance from money, property, and work accountability. In order to facilitate processing in this particular instance, application for leave of absence and clearance (whenever applicable) should be filed simultaneously.

	RECOMMENDING	APPROVING
Central		
<u>Over 30 calendar days but less than 1 year</u>		
- Above Division Chief	Head of Office	Secretary
- Division Chief & below	Head of Office	USEC for Finance & Admin
<u>30 calendar days or less</u>		
- Above Division Chief	Head of Office	USEC for Finance & Admin
- Division Chief & below	Division Chief/ Unit Head	Head of Office
Region		
<u>Over 30 calendar days but less than 1 year</u>		
- Regional Director/ Asst. Regional Director	USEC for Planning & Field Ops/USEC for Finance & Admin.	Secretary
- Division Chief	Asst. Regional Director	Regional Director
- Below Division Chief	Division Chief	Asst. Regional Director
<u>30 calendar days or less</u>		
- Regional Director, Asst. Regional Director	Regional Director	USEC for Planning & Field Ops
- Division Chief	Asst. Regional Director	Regional Director
- Below Division Chief	Division Chief	Asst. Regional Director
Division Office		
<u>Over 30 calendar days but less than 1 year</u>		
- Schools Division/City Supt/ Asst. Division/City Supt	Regional Director USEC for Planning & Field Ops/USEC for Finance & Admin	Secretary
- Division Chief	Schools Division/ City Superintendent	Regional Director
- Below Division Chief	Division Chief	Schools Division/City Supt.

30 calendar days or less

Schools Division/City Supt Asst. Division/City Supt	Asst. Regional Director	Regional Director
Division Chief	Asst. Division/City Supt.	Schools Division/City Supt.
Below Division Chief	Division Chief	Asst. Division/City Supt.

G. RETIREMENT/RESIGNATION/TERMINATION/DROPPING FROM THE ROLLS/CLEARANCE FROM ACCOUNTABILITIES

1. All compulsory retirement including resignation, termination, dropping from the rolls, and clearance from accountabilities shall be approved by the Undersecretary for Finance and Administration upon the recommendation of the Head of Office concerned.
2. The authority other than those under No. 1 is delegated as follows:

	RECOMMENDING	APPROVING
Central		
- Above Division Chief	Head of Office	Secretary
Division Chief & below	Head of Office	USEC for Finance & Admin.
Region		
- RD/ARD	USEC concerned/ Regional Director	Secretary
- Division Chief	Regional Director	USEC for Finance & Admin
- Below Division Chief	Asst. Regional Director	Regional Director
Division Office		
- Schools Division/City Supt/ Asst. Division/City Supt	Regional Director	Secretary/USEC for Finance & Admin.
- Division Chief	Schools Division/ City Superintendent	USEC for Finance & Admin Regional Director
- Below Division Chief	Schools Division/ City Superintendent	Regional Director

H. FOREIGN OR LOCAL SCHOLARSHIP GRANT

1. All nominations for scholarship shall be endorsed by the respective head of office to the DepEd Special Committee on Scholarship through the Secretariat for deliberation and recommendation.
2. All nominations shall be endorsed by the Chairman of the Special Committee on Scholarship to the NEDA and/or other donor institutions.

3. Subject to the favorable recommendation of the Special Committee on Scholarship and in compliance with the provisions of EO 367 (s. 1989) and subsequent issuances from the Office of the President, Civil Service Commission, and the Department's guidelines for the implementation of foreign and local scholarship programs, approval of attendance to local and foreign grants is delegated as follows:

	RECOMMENDING	APPROVING
Foreign Scholarship Grant	Scholarship Comm.	Secretary
Local Scholarship Grant		
- Government Sponsored	Scholarship Comm.	USEC for Finance & Admin
- Privately Sponsored		
i. more than 1 year	Scholarship Comm.	Secretary
ii. 1 year or less	Scholarship Comm.	USEC for Finance & Admin

I. ATTENDANCE TO LOCAL SEMINARS/NON-DEGREE TRAINING PROGRAMS/WORKSHOPS/CONVENTIONS CONDUCTED BY NATIONAL GOVERNMENT OFFICES, PROFESSIONAL ORGANIZATIONS OF PRIVATE INSTITUTIONS

1. Attendance to seminars, short-term non-degree training program, conventions, and the like shall be subject to the availability of respective offices' funds against which the expenses shall be charged.
2. The duties and responsibilities of the personnel and the necessity of the training program/workshops to office functions shall be considered vis-à-vis the nature of convention or seminar to be attended.
3. The authority is delegated as follows:

	RECOMMENDING	APPROVING
Central	Head of Office	USEC for Finance & Admin
Region/Division Level	Asst. Regional Director/ Schools Division/City Superintendent	Regional Director

J. CONDUCT OF NATIONAL ASSESSMENT, CONVENTIONS, TRAININGS, FESTIVALS, EXHIBITS AND/OR OTHER ACTIVITIES BY THE DEPARTMENT OR REQUESTED BY NON-DEPED AND PRIVATE ORGANIZATION

1. All project proposals regardless of amount shall be endorsed by the USEC in charge for approval by the Secretary/Regional Director prior to obligation of funds by the Budget Division/Unit in the Central and Regional Office, respectively.
2. All project proposals shall be coordinated and/or prepared by the Bureau/Center/Unit in charge before the signing of memoranda, contracts, and office orders (whichever is applicable) in the Central/Regional Office, respectively.

3. No activity shall be undertaken without the corresponding project proposal duly approved by the Secretary
4. Subject to the foregoing, the approval of issuances is delegated as follows:

Document Type	Type Detail	Official Concerned
A	Requests from non-DepEd and private organizations encouraging attendance of DepEd employees on official time without cost to the Dept	USEC for Planning & Field Operations
B	Dissemination of legal issuances from other government offices (e.g. Presidential Proclamations, Executive and Administrative Orders, with or without concomitant cost to the Department	USEC for Legal Affairs
C	Announcement of results of competitions, evaluations, not affecting policy and celebration or conduct of non-training related activities sanctioned by DepEd or similar annual activities held regularly	USEC for Planning & Field Ops
D	Announcing the conduct of DepEd sanctioned or initiated training programs for teachers, students, and/or school heads and launching of DepEd sanctioned or initiated activities (like Brigada Eskuwela, Textbook Count Project, etc.)	USEC for Programs & Projects
E	Office orders and memos disseminating administrative or financial policies, rules, regulations, and the like	USEC for Finance & Admin

For Region-wide dissemination

Region-wide announcement of programs, projects, policies, and any announcement in general	Regional Director
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For Division-wide dissemination

Division-wide announcement of programs, projects, policies, and any announcement in general	Division/City Superintendent
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K. REQUEST FOR AUTHORITY TO RENDER OVERTIME

The authority to render overtime is subject to existing accounting and auditing rules and regulations and is delegated as follows:

	RECOMMENDING	APPROVING
Central	Division Chief/ Unit Head	Head of Office
Region	Head of Division	Regional Director
Division Office	Unit Head	Administrative Officer

L. DOMESTIC TRAVEL ORDERS

1. No travel shall be undertaken without an approved Travel Order. Funds shall be earmarked prior to approval.
2. In case of travel made upon the request of field units, traveling expenses shall be charged against the appropriate funds of the requesting unit/office unless voluntarily shouldered by the home office.
3. The itinerary of travel shall be approved by the Officer recommending the approval of the Travel Order.
4. The authority is delegated as follows:

	RECOMMENDING	APPROVING
<u>Travel Up to seven (7) days</u>		
Central		
- Undersecretary/Chief of Staff		Secretary
- Assistant Secretary	USEC concerned	Secretary
- Directors under OSEC	Chief of Staff	Secretary
- Director III & IV	ASEC concerned	USEC concerned/USEC for Finance & Admin
- OSEC Staff		Chief of Staff
- Other Staff members	Head of office	USEC concerned
Region		
<u>Outside the Region</u>		
- Regional Director/ Asst. Regional Director	ASEC for Planning & Field Operations	USEC for Planning & Field Operations
- Schools Division/City	Asst. Regional Director/	Regional Director

Division Chief & below	Head of Office	Regional Director/Asst. Regional Director
<u>Within the Region</u>		
- Asst. Regional Director		Regional Director
- Division Chief & below	Head of Office	Regional Director/ Asst. Regional Director

Division Office

Outside the Province (Within the Region)

- Schools Division/City Supt/ Asst. Division/City Supt	Asst. Regional Director	Regional Director
- Division Chief & below	Head of office	Schools Division/City Supt

Within the Division Office

Asst. Division/City Supt & below	Head of Office	Schools Division/City Supt
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More than 7 days but not over 30 days

- Central Office	Head of Office/USEC for Finance & Admin.	Secretary
- Regional Office	Regional Director/ USEC for Finance & Admin.	Secretary
- Division Office	Schools Division/City Supt/Regional Director	Secretary

More than 30 days

If travel is inter-regional, Travel Order is subject to prior clearance (telephone, telegram) from the Head of Office concerned at Central Office or via Office Order, whichever is applicable, while in case of intra-regional travel; authority to travel is subject to prior clearance from the Regional Director concerned.

M. FOREIGN TRAVEL

1. All travels out of the country, whether on official business or official time, should comply with DepEd Memorandum No. 8, s. 2007 "Guidelines in Requesting Authority to Travel Abroad". The Memorandum that is based on Executive Order 459 which states that all official and employees of a Department seeking authority to travel abroad shall seek approval from the head of agency, i.e. the Secretary.
2. Official travel abroad connected with foreign scholarship, fellowship training grants, and the like shall be administered and coordinated by the Special Committee on Scholarship and shall be approved by the Secretary.

3. Officials and employees intending to travel abroad for personal business may be authorized to go on travel subject to the conditions that no government expense is involved in connection therewith, necessary application for leave for the period covered and necessary office clearance required under existing policies are secured, and that the official/employee concerned may nonetheless be recalled in the exigency of the service at any time during the period of travel.

N. NOTICE OF SALARY ADJUSTMENT

Notice of salary adjustment whenever required should be automatically issued to employees concerned for their information.

	RECOMMENDING	APPROVING
Central Office	Chief, Personnel Division	USEC for Finance & Admin
Region	Administrative Officer V	Regional Director
Division Office	Administrative Officer V	Schools Division/City Supt

O. TEMPORARY CESSATION OF WORK OF THE OFFICE ON A PARTICULAR DAY OR SUCH PART THEREOF

	RECOMMENDING	APPROVING
Central Office	Chief, Personnel Division	USEC for Finance & Admin
Region	Asst. Regional Director	Regional Director
Division Office	Administrative Officer V	Schools Division/City Supt/ Asst. Division/City Supt

II. FINANCIAL MATTERS

The primary authority for DepEd financial transactions is given to the Department Secretary. Nevertheless, it is the policy of the Department to delegate financial signing authorities to other officials in the lowest practical level.

The delegation and exercise of signing authority in the approval of government expenditures, contracts/commitments and payments must be in accordance with existing budgeting, accounting and auditing rules and regulations. Consistent with these, the signing authorities on certain documents used in transactions relating to funds administered by the Department of Education are hereby prescribed.

1. PETTY CASH VOUCHER

a. Petty Cash Fund shall be maintained by DepEd Central and field offices (Regional, Division and Schools) sufficient for their non-recurring, emergency and petty expenses.

Disbursement from this Fund shall be made through the Petty Cash Voucher (PCV) upon approval by officials authorized by the Head of office.

2. REQUISITION AND ISSUE SLIP

- a. A Requisition and Issue Slip (RIS) shall be prepared by the end-user to request for supplies, materials and equipment needed. It shall be signed by the Head of the requisitioning office and approved by the following officials:

Central Office	-	Chief, General Services Division
Regional Office	-	Chief Administrative Officer
Division Office	-	Schools Division Superintendent
School	-	Principal

3. PURCHASE REQUEST AND JOB/WORK REQUEST

- a. A Purchase Request (PR) shall be prepared if the goods, supplies or equipment are not carried in stock. The Purchase Request shall be forwarded to the Budget Office for earmarking of funds.
- b. On the other hand, Job/Work Request (J/WR) shall be prepared by the end-user for repair or replacement of equipment or spare parts or for other service requests. The J/WR shall contain specific information on the nature of services needed, and the cause and extent of damage on the equipment, furniture or fixture requested for repair or replacement. The Head of the requesting office shall forward the J/WR to the designated Inspector of the DepEd office for pre-repair/replacement inspection of the asset. After inspection, the J/WR shall be forwarded to the Budget Office for earmarking of funds.
- c. The signing authorities and the corresponding monetary limits on the Purchase Requests are as follows:

Office	Monetary Limits	Approving Official
1. Central Office	Not over P1M	USEC for the requesting Office
	Over P1M	USEC for Finance & Admin or DepEd Secretary
2. Regional Office	None	Regional Director
3. Division Office	None	Schools Division Supt.
4. School	None	Head of School

- d. The approved PR or J/WR shall be the basis of the Bids and Awards Committee (BAC) to start with the procurement of the goods or services through public bidding or any of the alternative modes of procurement.
- e. All procurement activities of DepEd and the applicable authorities thereon shall be governed by the Government Procurement Reform Act (R.A. 9184) and its implementing rules and regulations.

4. PURCHASE ORDER, JOB/WORK ORDER, MEMORANDUM OF AGREEMENT, CONTRACT FOR DELIVERY OF GOODS AND SERVICES AND OTHER COMMITMENTS/CONTRACTS

- a. Purchase Orders, Job/Work Orders, Memorandum of Agreement, Contracts for Delivery of Goods and Services, and other Commitments/ Contracts shall be prepared by the Supply/Property/Procurement Office upon award of the contract to the winning bid/quotation as recommended by the Bids and Awards Committee and approved by the Head of Office.
- b. The signing authorities and the corresponding monetary limits on the documents specified under item number 4 are as follows:

Office	Monetary Limits	Approving Official
1. Central Office	Not over P5M	ASEC for Finance (for OSEC transactions)
		Directors (for Bureau, Center and Project transactions)
	Over P5M but not Over P10M	ASEC for Finance
	Over P10M but not over P20M	USEC for Finance and Admin.
	Over P20M	Secretary with the initial of the ASEC & USEC for Finance & Admin.
2. Regional Office	None	Regional Director
3. Division Office and School w/o financial Staff	Not over P5M	Schools Division Supt.
	Over P5M	Regional Director
4. School with financial staff	Not over P1M	Head of School
	Over P1M but not over P5M	Schools Div. Supt.
	Over P5M	Regional Director

5. OBLIGATION REQUEST

1. The Obligation Request (ObR) shall be prepared by the Requesting Unit, Box A of the ObR shall be signed by the Head of the Requesting Unit to certify on the necessity and legality of charges to appropriation/allotment under his/her direct supervision as well as the validity, propriety and legality of supporting documents. For DepEd offices, Box A of the Obligation Request for certain expenditures shall be signed by the following officials:

a. Personal Services, Electricity, Water, Telephone and Rent:

- | | |
|----------------------|---|
| a-1. Central Office | - Director (Bureaus, Centers, Project),
Director for Administrative Services |
| a-2. Regional Office | - CAO, Administrative Division |
| a-3. Division Office | - Administrative Officer |
| a-4. School | - Administrative Officer |

b. All other MOOE and Capital Outlay expenditure shall be signed by the Head of Requesting Unit responsible for the incurrence of the expenditure.

2. Box B of the ObR shall be signed by the Head of the Budget Division/Section/Unit to certify on the availability of allotment and obligation incurred.

6. DISBURSEMENT VOUCHER

- a. Box A of the Disbursement Voucher shall be signed by the Head of the Accounting to certify on the availability of cash, or its payment through Automatic Debit Advice (ADA), and the completeness of supporting documents for the payment covered by the same Disbursement Voucher.
- b. The signing authorities in Box B of the Disbursement Voucher for the approval of payment covered by the same Disbursement Voucher are based on the schedule shown below. The monetary limits therein shall refer to the gross amount (inclusive of taxes and other deductions) to be paid.

Office	Monetary Limits	Approving Official
1. Central Office	Not over P5M	ASEC for Finance (for OSEC transactions) Director (for Bureau, Center and Project transactions)
	Over P5M but not over P10M	ASEC for Finance
	Over P10M but not over P20M	USEC for Finance & Admin.
	Over P20M	Secretary
2. Regional Office	None	Regional Director
3. Division Office and Schools without financial Staff		
a. Personal Services	None	Regional Director
b. MOOE and Capital Outlay	Not over P5M Over P5M	Schools Div. Supt Regional Director

4. Schools with financial Staff

a. Personal Services	None	Head of School
b. MOOE and Capital Outlay	Not over P1M Over P1M but not over P5M Over P5M	Head of School Schools Div. Supt. Regional Director

7. CHECK

a. Checks shall be drawn only on duly approved Disbursement Vouchers.

b. The signing authorities on the checks are as follows:

Office	Monetary Limit	Signing Official	Countersigning Official
1. Central Office	Not over P1M	Cashier	ASEC for Finance (For OSEC transactions) Director (for Bureau, Center or Project Transactions)
	Over P1M but not over P5M	Cashier (for OSEC transactions)	ASEC for Finance
		Director (for Bureau, Center or Project Transactions)	ASEC for Finance
	Over P5M but not over P10M	ASEC for Finance	USEC for Finance & Admin.
	Over P10M but not over P20M	Any USEC	USEC for Finance & Admin.
	Over P20M	USEC for Finance and Admin.	Secretary
2. Regional Office	None	Asst. Regional Director/Chief Administrative Officer/Cashier	Regional Director
3. Division Office and Schools w/o Financial Staff			
a. Personal Services	None	Asst. Schools Div. Supt/Administrative Officer/Cashier	Schools Division Supt.

b. MOOE and Capital Outlay	Not over P5M	Asst. Schools Div. Supt./Administrative Officer/Cashier	Schools Div. Supt.
	Over P5M	Schools Division Supt.	Regional Director
4. Schools with Financial Staff			
a. Personal Services	None	Administrative Officer/Cashier/Disbursing Officer	Head of School
b. MOOE and Capital Outlay	Not over P1M	Administrative Officer/Cashier/Disbursing Officer	Head of School
	Over P1M but not P5M	Head of School	Schools Div. Supt.
	Over P5M	Schools Div. Supt.	Regional Director

8. SUB-ALLOTMENT RELEASE ORDER

- a. Funds released by the Department of Budget and Management (DBM) to a DepEd office but intended for activities and projects to be implemented by another DepEd office shall be sub-allotted to the latter through Sub-Allotment Release Order (Sub-ARO).
- b. The signing authorities on the Sub-Allotment Release Order are as follows:

Office	Certified: Allotment Available	Recommending Approval	Approving Official
1. Central Office	Chief, Budget Div.	ASEC for Finance	USEC for Finance & Admin.
2. Regional Office	Chief, Budget Section	Chief, Budget and Finance Division	Regional Director
3. Division Office	Division Accountant		Schools Div. Supt.

9. NOTICE OF TRANSFER OF ALLOCATION

- a. If the cash allocation is with the DepEd office releasing the Sub-ARO, it shall issue a Notice of Transfer of Allocation to transfer the same cash allocation to the MDS account of the recipient DepEd office.
- b. The signing authorities on the Notice of Transfer of Allocation shall be the same as the signing authorities as provided for under Item No. 7 on **Checks**.

III. OTHER MATTERS

This Order shall cover transactions relating to all funds administered by the Department.

- a. The total amount of the contract or the total amount obligated should be the basis for determining the authorized signing and approving officials and not the amount to be paid as per Disbursement Voucher.
- b. An approving official with a higher level of delegated authority is not prejudiced from signing/approving transactions lower than what is delegated to him/her.
- c. Head of Office shall refer to the rank of Project Manager, Director II, and above in the Central Office and at least Division Chief level in the Region and Division Offices.

i. LIMITATIONS

Exercise of the functions/authorities herein provided shall, in all cases, be subject to national and/or department policies, rules and regulations and accounting and auditing rules and regulations which now exist or may be promulgated in the future.

ii. EXERCISE OF FUNCTIONS BY THE SECRETARY

1. The delegation of functions herein provided shall not preclude the Secretary from exercising any of the enumerated functions when necessary in the interest of public service.
2. Further, nothing in this Order shall be construed as limiting the power of the Secretary to review, modify, or reverse any action taken by the officials or to issue appointment, initiate transfers, details, reassignment, promotions, and other personnel action in accordance with existing laws, rules, and regulations.

iii. REPEALING CLAUSE

All Orders, Memoranda, Circulars, and previous related issuances inconsistent herewith are deemed repealed/revoked accordingly. Strict compliance is enjoined. This Order takes effect immediately.


JESLI A. LAPUS
Secretary



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

APPLICATION FOR PERMISSION TO TEACH OUTSIDE OFFICIAL TIME

Name of Applicant: _____ Position: _____
Civil Service Eligibility: _____ Status: _____
Name of School where Employed: _____
Address: _____ Civil Status: _____
Distance in kms. between official station to College/University: _____

(Name and Location of college where applicant wishes to teach)

Semester/Summer _____ College/University _____
Applied For: _____ Where to Teach: _____
School Year: _____ Regular/Saturday/Summer: _____
Number of units Authorized to Teach: _____

SUBJECT/S BEING TAUGHT AT PUBLIC SCHOOL (For Teacher)

SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUBJECT/S BEING TAUGHT AT COLLEGE/UNIVERSITY (Outside Teaching)

SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that I have carefully read Division Memorandum No. __ s. 2022 and all the provision, which I am bound to observe strictly. I understand that permission to teach may be withdrawn anytime whenever the exigencies of work so require or if the herein conditions prescribed have been violated.

Date Submitted: _____ Signature of Applicant: _____

APPROVAL RECOMMENDED

The undersigned shall require strict compliance with all existing rules and regulations regarding permission to teach outside of official time by the applicant.

Principal/Head of School

Approved by:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



https://depedtayabas.com/



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

APPLICATION FOR PERMISSION TO STUDY

Name of Applicant: _____ Position: _____
Civil Service Eligibility: _____ Civil Status: _____
Name of School where Employed: _____ Barrio: _____
Municipality: _____ Perm/Prov'l: _____
Distance in km from the official station to college where enrolled: _____

(Name and Location of college where applicant wished to enroll)
Contact No.: _____

Course applied for: _____
Academic Year: _____ Quart/Sem/Summer: _____

Course to be taken this term and schedule:

<u>COURSE</u>	<u>DAYS OF THE WEEK</u>	<u>HOURS OF THE WEEK</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Credits or Units</u>	<u>COURSE</u>	<u>MA</u>	<u>Ed.D/Ph.D</u>
Total number of units previously earned	_____	_____	_____
No. of units to be earned this Qtr/Sem/Summer:	_____	_____	_____

I hereby certify that I have carefully read all the provisions on the next page of this form, which I am bound to observe strictly. I understand that permit to study is intended to primarily safeguard the health of the teacher/personnel as well as maintain the efficiency in the service. I also understand that when the Schools Division Superintendent is notified on the study. Shall this adversely affect my efficiency as a teacher/personnel, this permission to study may be revoked accordingly.

(Signature of Applicant)

Date Submitted: _____

Noted by:

Division/Unit Head

Approved by:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent
Note:

This permit expires on/at the end of _____ to study

DATE: _____
PERMIT NO: _____
TERM: _____

(Should be accomplished in triplicate copies)

APPLICATION FOR PERMISSION TO STUDY



Brgy. PotoI, Tayabas City
 (042) 710-0329 or (042) 785-9615

tayabas.city@deped.gov.ph
 <https://depedtayabas.com/>

INSTRUCTION

1. Application for permission to study in three (3) copies must be submitted to the office of the SDS not later than one (1) month before the start of the actual classes. THE TEACHERS/EMPLOYEES MUST FILE THE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL COLLEGE OR UNIVERSITY.
2. The teacher/employee applicant's performance must be "ABOVE AVERAGE" or higher.
3. The permission is given until the applicant completes the curriculum towards a degree.
4. A certification from the head of the school or college where the teacher is enrolled and the subject already completed and those shall be all certified by the registrar of the private school.
5. A teacher/employee who is about to finish a course of who has started a course as well as the subject already completed and those to be completed and those to be enrolled shall be all certified by the registrar of the private school.
6. After each semester every teacher granted permission to study should submit to the superintendent's office, through channels, a certified true copy of the report on the ratings obtained in the course which he took during the semester, including the number of units earned. In addition as soon as he/she finished the curriculum towards the degree he/she should submit a complete set of his/her transcript of grades, records and special order to the superintendent.
7. The maximum study load of nine (9) units per semester should be strictly observed. A teacher who is a candidate for graduation may be allowed to carry from one (1) to three (3) units more than nine (9) units authorized provided that those units are the last units the teacher need to enable him to graduate. No exception will be given where the teacher does not fall under the above stated condition.
8. The college, school, or university in which the teacher contemplates enrolling should be accessible to his official station so he will not be unduly compelled to hurry there from his station in order to arrive at his class on time. The teacher should attend his outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
9. The immediate supervisor or supervisor shall be held strictly responsible for any undue delay in forwarding the application to the superintendent, if the application to the superintendent has been filed on time.

 (Name and Location of College where the applicants wishes to enroll)
 Contact No.: _____

CERTIFICATION**TO WHOM IT MAY CONCERN:**

This is to certify that _____, Public School
 Teacher,

Is seeking admission in this college to _____ following
 (Course)

Subject/s offered this _____.
 (Semester SY/ summer SY)

	COURSE	DAYS OF THE WEEK	HOURS OF THE DAY
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Issued this day _____ of _____, _____.

 College Dean

 College's Registrar



Brgy. Poto, Tayabas City



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tayabas.city@deped.gov.ph



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