



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

17 Jun 2026

DIVISION MEMORANDUM

No. 288, s. 2026

**INTERNAL POLICY ON THE PRIVATE PRACTICE OF PROFESSION IN THE
SCHOOLS DIVISION OF BATANGAS PROVINCE**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the pertinent Civil Service laws, rules, and regulations, and Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, this Office hereby issues the internal policy governing the private practice of the profession by its officials and employees to ensure compliance with ethical standards and prevent conflict of interest.
2. Enclosed in this Memorandum are the forms and documentary requirements.
3. Immediate dissemination of and strict compliance is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl: As stated.

Reference: Republic Act No. 6713

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

Issuances – Division Memorandum:

KMS/Internal Policy on the Private Practice of Profession in the Schools Division of Batangas Province/
R3-116629/06-17-26



Republic of the Philippines
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SCHOOLS DIVISION OF BATANGAS

**DepEd Division of Batangas Province Internal Policy
on Private Practice of Profession**

I. Rationale

In view of the increasing number of Schools Division Office (SDO) personnel engaging in private practice, it has become imperative to establish clear policies, guidelines, and standards to ensure that such engagements remain consistent with applicable laws, rules, and regulations, and do not conflict with official duties or compromise the efficiency, integrity, and accountability of public service.

The following legal bases shall serve as the foundations for legitimacy and veracity of this internal policy:

Sec. 7 2(b) of the Republic Act No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees, states that *"Public Officials and Employees during their incumbency shall not engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; and*

Sec. 18, Rule 8 of the CSC Memorandum Circular No. 15, s.1999, Additional Provisions Amendments to CSC Memorandum Circular No. 40 S. 1998 –
Unless otherwise provided by law, no office or employee shall engage directly or indirectly in any private business or profession without a written permission from 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 permission to engage in outside activities, the time devoted outside of office hours should be fixed by the head of the agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions.

This policy is instituted to safeguard the efficiency of government service and to affirm the shared responsibility of all personnel to prioritize the delivery of quality basic education services for the best interest of the learners over any private pursuits. It establishes general provisions on prohibited acts during official hours, as well as workload and time restrictions. Furthermore, it prescribes the requirements for the grant, validity and renewal of authority to engage in private practice. It also outlines the grounds for revocation of such authority and the corresponding disciplinary actions for any violations thereof.

II. Coverage

This policy shall apply to all teaching, non-teaching, and related teaching personnel of DepEd Division of Batangas Province who intend to engage in any form of private practice of professional, including part-time teaching in higher education institutions, consultancy, tutorial services, or any other professional undertaking.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

III. Definition of Terms

- a. **Administration**- refers to the process of determining policies, setting overall goals, and establishing the framework within which an organization operates. It is primarily concerned with decision-making at the highest level, long-term direction, and formulation of rules and policies.
- b. **Conflict of Interest**- is a situation where the person's private interests (financial, personal, or family) interfere, or appear to interfere, with their professional duties and objectivity. It occurs when an individual can benefit personally from actions taken in their professional role, potentially compromising their judgment or loyalty to an organization or the public.
- c. **Management**- refers to the process involving functional guidance, control, and oversight of an organizational unit's people, resources, and or/ policy, and the exercise of planning, organizing, directing, and coordination function.
- d. **Non-Teaching Personnel** - refers to employees whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.
- e. **Private Practice of Profession**- refers to any activity, engagement or employment outside of a government employee's official functions, conducted for profit or remuneration.
- f. **Supervisory**- refers to duties embodying the management of people, program, projects, activities, and/ or output of an organizational unit, which involves planning, programming, delegation of tasks, monitoring of work output, and evaluation of performance, maintaining morale and discipline among employees, and developing cooperation and ensuring a well-coordinated workforce.
- g. **Teaching Personnel** - refers to employees who are directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior and senior high school), whether on full-time or part-time basis in schools or CLCs.
- h. **Related Teaching Personnel** - refers to employees whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching in the delivery of instruction, such as standard setting, policy and program formulation, research and sector monitoring and evaluation.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

IV. General Policy Statement

1. Prior Written Authority

- Personnel must secure approved authority to practice profession before engaging in private practice of profession

2. Prohibition during official hours

- No personnel shall engage in any form of private practice of profession during official working hours, which is 8 hours per day, including six (6) hours of actual teaching and two (2) hours of ancillary services for teachers
- There should be at least one (1) hour interval between the official duties and private practice of profession
- Private practice of profession during official time and official hours shall not be allowed even if the time spent is covered by corresponding leave of absence.

3. Conflict of Interest

- Personnel are prohibited from engaging in private practice in any institution or activity where there is a conflict of interest, or where the personnel exercise supervisory or regulatory authority.
- No official or employee shall hold any position or assignment involving management or administration duties and responsibilities.
- The practice must not interfere with the official duties and responsibilities of the personnel.

4. Workload and Time Restrictions

- Engagement in the private practice of the profession shall not exceed a total of twelve (12) hours per week, subject to a maximum of three (3) hours per day on weekdays. Any private practice to be undertaken during weekends (Saturday and Sunday) shall likewise require prior approval from the proper authority.

5. Other Conditions

- Officials and employees seeking authority to engage in the private practice of their profession must be physically fit, so as not to prejudice or adversely affect the performance of their official duties.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- Officials and employees applying for private practice of profession must have obtained at least a Very Satisfactory rating from the last rating period.
- Officials and employees applying for private practice of profession must have no record of being habitually tardy/ undertime or habitually absent in the last school year or fiscal year whichever is applicable

6. Validity and Renewal

- The authority to engage in the private practice of profession shall be valid for a period of one (1) year for teaching, related teaching, and non-teaching personnel, subject to renewal thereafter. Personnel engaged in teaching professions shall be required to submit their class schedule for second semester as part of the requirements to maintain the continued validity of their authority to engage in private practice.

7. Revocation

- The Schools Division Superintendent may revoke the authority to engage in private practice of professions at any time if service needs require it or if any conditions are violated.

8. Disciplinary Action

- Any personnel found engaging in private practice without the approved authority or in violation of this policy, shall be subjected to administrative sanctions pursuant to DepEd Order No. 49, s. 2006 and applicable Civil Service rules.

V. Requirements for Application

Personnel must submit the following documents at least fifteen (15) days before the intended engagement to private practice of profession:

1. Notarized Request for Authority to Practice Profession
2. Certification or signed approved copy of latest IPCRF/OPCRF
3. Medical Certificate from a government physician attesting to physical fitness to engage in additional work. (CSC Form 211)
4. Certification from an authorized official of the private school or entity where the profession is to be practiced, indicating the applicant's teaching load, corresponding units, and class schedule. For professions outside the teaching field, Self-Certification or Certification from the company or entity where the profession is practiced shall be submitted stating the nature of work and the official work schedule.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

5. Certification stating his/her official loads with schedule signed by the school principal.
6. Certification of school principal that the applicant did not incur habitual tardiness, absences, and undertime in the last school year or fiscal year whichever is applicable.

IV. Approval

Pursuant to DepEd Order No. 1 s. 2023, the signing authority for granting approval to practice profession shall be follows:

Office/ Position	Recommending Approval	Approval
Division Office		
SDS / ASDS	Regional Director	Undersecretary for HROD
Division Chief	Assistant Schools Division Superintendent	Schools Division Superintendent
Below Division Chief	Division Chief	Schools Division Superintendent
School		
Principal/ School Head/ Head Teacher	Assistant Schools Division Superintendent	Schools Division Superintendent
Teacher and Non-Teaching School Personnel	School Head and Assistant Schools Division Superintendent	Schools Division Superintendent

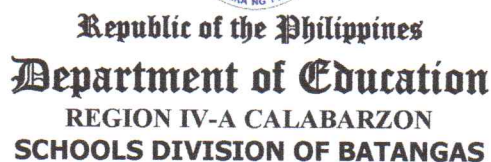
V. Effectivity

This internal policy shall take effect immediately upon approval and shall remain in force unless amended or revoked, without prejudice to future issuances of the Department of Education, Civil Service Commission, or other relevant authorities.

References:

For Definition of Terms- DepEd Order 007 s. 2023

Omnibus Rules on Appointment and Other Human Resource Action



Date _____

Sir/Madam:

Name (Family Name, First Name, Middle Name)	Civil Status _____ Gender _____
Position	
School/Unit/Station	
Nature of work being performed outside DepEd _____	Duties and Responsibilities
Subject being taught outside office hours _____ _____	Time _____ Day _____ _____
Profession Outside of Teaching Field	Time _____ Day _____



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REGION IV-A CALABARZON
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Name and Location of the school, company or entity where the applicant wishes to practice profession	Name of Institution: Address of Institution:
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I am submitting herewith all the requirements for authority to practice the profession and certify that all information above are true and correct and of my personal knowledge and belief, and the documents are original and/or certified true copies thereof.

I hereby authorize the DepEd SDO Batangas to process my application documents for further perusal relevant to my request for authority to practice the profession.

That I understand that private practice or outside employment shall be performed strictly outside official working hours and shall not, in any manner, interfere with the performance of my official duties during regular office/school hours.

That I also understand that this authority to practice profession shall be revoked or withdrawn at any time whenever the exigency of the service so require, or if the conditions herein prescribed has been violated.

Applicant

Recommending Approval

Reviewed and Validated By

Administrative Officer IV

Attorney III



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TO:

FROM: Schools Division Superintendent

SUBJECT: **AUTHORITY TO PRACTICE PROFESSION**

DATE:

Consistent with the provisions of Republic Act 6713 and CSC Memorandum Circular No. 15, s. 1999, you are hereby authorized to practice your profession for a period of one year in a private institution or organization, subject to the following conditions:

1. The private practice or outside employment shall be performed strictly outside official working hours and shall not, in any manner, interfere with the performance of official duties during regular office/school hours or at any time when the exigencies of the service is required.
2. No government funds, property, facilities, equipment, or personnel shall be used in connection with or in furtherance of the said private practice or outside employment.
3. The performance of official duties shall at all times be given priority over the authorized private practice or outside employment.
4. The authorized private practice or outside employment shall not conflict, nor tend to conflict, with the employee's official functions, nor shall it be prejudicial to the best interest of the service.
5. Any violation of the foregoing conditions shall be a sufficient ground for the revocation of the authority to practice profession. Thus, the concerned personnel may be subjected to appropriate administrative action under existing civil service laws, rules, and regulations