



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

September 17, 2025

DIVISION MEMORANDUM
No. 638, s. 2025

**COLLECTION OF DATA ON DEPED REGION VII EMPLOYEES
WITH PART-TIME WORK PERMITS**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Teachers and Non-teaching Personnel
SDO Personnel
All Others Concerned

1. Attached please find Regional Memorandum No. 0915 s. 2025 dated September 12, 2025 titled "Collection of Data on DepEd Region VII Employees With Part-Time Work Permits", which is self-explanatory.

2. Pertinent to this regional memorandum, the Public Schools District Supervisors are requested to ensure that all DepEd personnel who are engaged in part-time work outside of the Department of Education **to access and accomplish the online collection tool below not later than September 19, 2025.**

<https://forms.office.com/r/6ArHXL7rrH>

3. Division personnel who are also doing part-time work outside the organization shall also access and comply the same link.

4. For further details, please refer to the attached regional memorandum.

5. Immediate dissemination and compliance with this Memorandum is desired.


FAY C. LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0915** s. 2005

**COLLECTION OF DATA ON DEPED REGION VII EMPLOYEES
WITH PART-TIME WORK PERMITS**

To: Schools Division Superintendents
Regional Office-Functional Division Chiefs
All Others Concerned

1. This memorandum is being issued to amend the previously released Regional Memorandum No. 0888, s. 2005, dated September 09, 2025, regarding the **Profiling of Region VII Employees with Permit to Work Part-Time**. The revisions are being made to ensure full alignment with the **Data Privacy Act of 2012 (RA 10173)** and to reflect a more proportional and respectful approach to the collection of employee information. The revised attachments and guidelines attached hereto supersede all previous versions.

2. In compliance with existing Civil Service Commission (CSC) and DepEd policies on part-time work, and pursuant to the Data Privacy Act of 2012 (RA 10173), this data collection is necessary to ensure that all approved part-time work permits adhere to established guidelines and do not conflict with official DepEd functions.

3. The Policy, Planning, and Research Division (PPRD) was tasked to prepare a data collection tool for teaching employees with an approved Permit to Teach and non-teaching personnel that work part-time. In line with this directive, the Regional Office through PPRD has developed the "**DepEd Region VII Employees with Permits to Work Part-Time**" online data collection tool. This tool must be accomplished by all employees of the Regional Office, Schools Division Offices, and schools who have been granted a Permit to Work Part-Time in any learning institution, business entity, government agency, or private organization outside of the Department of Education.

4. Here are the guidelines:

4.1 Coverage: All teaching, non-teaching, and teaching-related personnel with an approved Permit to Work Part-Time are required to accomplish the data collection tool.

4.2 Form Access: The tool shall be accomplished online through the link:
<https://forms.office.com/r/6ArHXL7rrH>.



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4.3 Validation: Division Planning Officers (DPOs) and/or Division Human Resource Management Officers (DHRMOs) shall validate the data submitted before consolidating the information from their respective SDOs.

4.4 Collaboration: For purposes of validation and consolidation, DPOs and/or DHRMOs must contact Ms. Esther Jyil Espos and provide their official DepEd email addresses so they can be added as collaborators to the form.

4.5 Accuracy of Information: Respondents must ensure the correctness of entries, particularly school names and permit approval dates, to avoid duplication and errors.

4.6 Employees who are already engaged in part-time work but have not yet secured a Permit to Work Part-Time are reminded to apply for a permit with their respective Schools Division Superintendents (Regional Director for Regional Office Personnel) so that their names will also be reflected in the data collection tool. Please be guided by the following enclosures:

Enclosure 1: Relevant Policies on Working Part-Time

Enclosure 2: Regional Measures and Requirements for Approval of Part-Time Work Permits

Enclosure 3: Part-Time Work Compliance Template

5. **Timeline:** Submission of accomplished forms by employees shall be on or before **September 19, 2025**.

6. Validated and consolidated reports from the SDOs shall be submitted to the Regional Office (PPRD) through email at pprd.ro7@deped.gov.ph on or before **September 22, 2025**.

7. Immediate and wide dissemination of and compliance with this memorandum are directed.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ORD-PPRD/MLB



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Relevant Policies

- **Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees):** This is the foundational law for most of your proposed measures.
 - **Section 2 (Declaration of Policy):** States that public officials and employees must "uphold public interest over personal interest" and use government resources "efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues."
 - **Section 7 (Prohibited Acts and Transactions):** Prohibits officials from engaging in "outside employment and other activities" that may conflict with their official functions, unless authorized by law. This is the basis for your "Non-Conflict of Interest" and "Primacy of DepEd Functions" measures.
 - **The principle of "public office is a public trust"** under this law is the overarching principle that prohibits the use of government resources (e.g., paper, electricity, classrooms) for personal or private gain.
- **CSC Memorandum Circular No. 15, s. 1999 (Private Practice of Profession):** This circular provides specific rules for government employees who want to engage in a private practice or profession. While it may have been updated, it establishes key principles that are still relevant.
 - It requires a permit from the head of the agency.
 - It specifies that the private practice must not conflict with official functions.
- **CSC Memorandum Circular No. 24, s. 2017 (Omnibus Rules on Appointments and Other Human Resource Actions):** This circular and its subsequent amendments govern human resource actions in the government, including policies on employee attendance, tardiness, and leave. Your measures on performance, tardiness, and attendance are rooted in these rules.
- **CSC Resolution No. 91-1019 and CSC Resolution No. 94-5824:** These resolutions clarify that DepEd teachers are not exempt from the eight-hour workday and 40-hour work week requirement, despite the six-hour limit on actual classroom teaching. This supports your "Workload and Rest Balance" measure.
- **CSC Memorandum Circular No. 32, s. 1993:** Private practice by government personnel must align with RA 6713 and must not exploit government resources
- **DepEd Order No. 5, s. 2024 (Rationalization of Teachers' Workload):** This is a very specific and current DepEd policy that directly supports your measures.
 - It clearly defines the six-hour maximum for actual classroom teaching and the two hours that must be dedicated to teaching-related duties. This is the explicit basis for your "Workload and Rest Balance" measure.
 - It also allows for these two hours to be rendered "within or outside the school premises," which gives teachers some flexibility, but it does not permit part-time private work during these hours without a permit.

Regional Measures and Requirements for Approval of Part-Time Work Permits

Pursuant to relevant existing DepEd and Civil Service guidelines, the following measures and requirements shall serve as guide in evaluating requests for a **Permit to Work Part-Time**:

1. **Application and Screening Process:** Applicants must undergo a detailed application and screening process, which includes the submission of required documents, interviews, and verification of eligibility criteria. This process aligns with principles of procedural fairness and transparency.
2. **Travel and Punctuality**
The employee's travel arrangements and official DepEd schedule must ensure punctual arrival at the part-time workplace without compromising DepEd functions.
3. **Workload and Rest Balance**
The length of part-time work, including travel, must allow the employee to:
 - Complete the required **two-hour home-based work** (per DO 5, s. 2024) if availing of six-hour in-school work, and
 - Secure a daily minimum of 6-7 hours of rest and sleep to be physically and mentally prepared for the next working day.
4. **Non-Conflict of Interest**
 - Part-time work must not conflict with official duties in DepEd.
 - Employees are prohibited from engaging in activities that create a conflict of interest, such as tutoring their own learners or working in institutions transacting with DepEd.
5. **Ethical Standards**
 - All part-time engagements must conform with Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and relevant DepEd policies. Employees are strictly prohibited from engaging in activities that create a conflict of interest.
 - Non-use of Government Resources and Facilities: The use of government resources and facilities, including but not limited to office supplies (e.g., paper, ink/toner), equipment (e.g., printers, computers), and facilities like DepEd classrooms, electric fans, and lights, for any part-time work activities is strictly prohibited.
 - Applicants must sign an undertaking to abide by these standards, and disclosure and certification of no-conflict of interest are required.
6. **Health and Well-being**
The part-time schedule must not compromise the employee's health. Applicants must provide a medical certificate or certification of fitness as part of their application. Regular monitoring of the employee's well-being is required, with provisions for psychological or mental health support.
7. **Performance Safeguard**
Only applicants with at least a Very Satisfactory performance rating are eligible for a part-time work permit. Permit holders must maintain this performance level. A drop in performance may result in the revocation of the permit.
8. **Duration and Renewal**
Permits are time-bound for a maximum of one year or school year and are subject to renewal. Renewal is contingent upon continued compliance with all specified conditions.
9. **Primacy of DepEd Functions**
DepEd duties shall remain the **priority**. Absences, tardiness, or failure to deliver due to part-time work are grounds for revocation of the permit.

10. **Temporary Suspension: The permit may be temporarily suspended during special circumstances,** such as emergency school operations or calamities, to ensure the uninterrupted delivery of essential government services.
11. **Penalties and Grievance Mechanisms:** Specific penalties for violations of part-time work permit conditions shall be enforced. Clear grievance mechanisms will be established for employees to raise concerns related to part-time work.
12. **Equal Employment Opportunity:** The granting of part-time work permits must comply with the Equal Employment Opportunity Principle (EEOP) to prevent discrimination based on age, gender, religion, or disability.

Permit to Work Part-Time Compliance Template

A. Applicant Information

- Name of Employee: _____
- Position/Designation: _____
- School/Office: _____
- Contact Number/Email: _____
- General Nature of Part-Time Work (e.g. freelance writer, online tutor):

- Part-Time Employer/Institution: _____
- Address of Part-Time Workplace: _____

B. Compliance Checklist

(To be filled out by Applicant and validated by the Approving Authority)

Requirement	Applicant's Declaration/Submission	Verified by Approving Authority (✓/X & Remarks)
1. Application & Screening: Complete documents submitted (application letter, endorsement, contract/offer, etc.)	☐ Yes ☐ No	_____
2. Travel & Punctuality: Schedule ensures no conflict with DepEd duties and punctual arrival at part-time work.	☐ Yes ☐ No	_____
3. Workload & Rest Balance: Schedule allows completion of 2-hour home-based work (DO 5, s. 2024) and at least 6–7 hrs. rest daily.	☐ Yes ☐ No	_____
4. Health & Well-being: I attest that my overall work-life balance and health will not be adversely affected by engaging in part-time work.	☐ Yes ☐ No	_____
8. Performance Requirement: Latest rating: ☐ VS ☐ Outstanding (attach copy of IPCRF/OPCRF)	☐ Verified	_____
6. Ethical Standards: No conflict of interest; undertaking signed.	☐ Yes ☐ No	_____
7. Duration: Application within allowable period (max. 1 school year).	☐ Yes ☐ No	_____

Requirement	Applicant's Declaration/Submission	Verified by Approving Authority (✓/X & Remarks)
8. Primacy of DepEd Functions: Undertaking signed to prioritize DepEd duties.	☐ Yes ☐ No	_____
9. Government Equipment & Confidentiality: Acknowledgement signed.	☐ Yes ☐ No	_____
10. Temporary Suspension Clause: Applicant acknowledges suspension during emergencies/calamities.	☐ Yes ☐ No	_____
11. Penalties & Grievance Mechanisms: Applicant acknowledges.	☐ Yes ☐ No	_____
12. Equal Employment Opportunity: No discriminatory grounds in application.	☐ Yes ☐ No	_____

C. Undertaking by Applicant

I, _____, affirm that all information provided is true and correct. I commit to abide by all conditions of the permit to work part-time and acknowledge that failure to comply may result in suspension or revocation.

Signature of Applicant: _____ Date: _____

D. Endorsement by Immediate Supervisor/School Head

I confirm that the applicant's part-time work arrangement does not conflict with official DepEd duties and recommend approval.

Remarks: _____

Signature: _____ Date: _____

E. Action of Division/Regional Office

☐ Approved ☐ Disapproved ☐ Returned for Compliance

Validity Period: From _____ to _____ (not exceeding 1 school year)

Approving Authority: _____

Designation: _____

Signature: _____ Date: _____



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