

Republic of the Philippines
NATIONAL EDUCATION ADMINISTRATION
Quezon City

MC # 65, s. 1967

MEMORANDUM CIRCULAR

TO : HEADS OF DEPARTMENTS AND STAFFS;
REGIONAL AND PROVINCIAL EDUCATION
ENGINEERS, EDUCATION SUPERINTENDENTS
AND PROJECT ENGINEERS
NATIONAL EDUCATION ADMINISTRATION

SUBJECT : Submission of Names of NIA Officials and Employees
Teaching after Office Hours

You are hereby directed to submit immediately (ATTN: O & M, Management Staff) a list of names of NIA officials and employees under your respective Office teaching in government/private schools, colleges or institutions after office hours.

The list to be submitted should show the information as contained in the attached Enclosure No. 1.

For the benefit of all NIA Officials and employees hereunder are the rules governing teaching by government officers and employees:

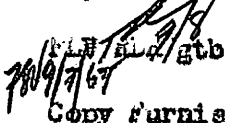
1. Permission and/or authority to teach should be submitted for screening to the Civil Service Commission (ATTN: Administrative Services Division) thru this Office for approval;
2. Application for permission to teach shall be made on CSC Form No. 305, copy attached (Enclosure No. 2);
3. There shall be absolutely no teaching by government officials and employees during office hours even if the time spent is covered by corresponding vacation leave (CSC MC # 5, s. 1966; January 14);
4. Permission to teach maybe granted only for subjects and courses which are related to the particular field of work of the official or employees concerned or for special fields or subjects where there is a dearth of qualified teachers (CSC MC # 5, s. 1966);
5. Teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than 3 hours a day on regular working days, Monday thru' Friday (CSC MC # 5, s. 1966);
6. No official or employee shall hold in any school, college or university any position or assignment involving management or administrative duties and/or responsibilities (CSC MC # 5, s. 1966);
7. No official or employee shall be allowed to teach in any school or institution over which he directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position in the Government in contemplation of the Anti-Graft and Corrupt Practices Act (CSC MC # 5, s. 1966);

8. Officials and employees applying for permission to teach must be physically fit in order not to prejudice the performance of their official duties, and for this purpose, they shall submit with their applications a record of their physical and medical examination showing such fitness, duly certified by a government physician (CSC MC # 5, s. 1966);
9. No officer or employee shall be allowed to teach before 5:30 o'clock in the afternoon or on regular working days, Monday thru Friday (CSC MC # 24, s. 1966).

Strict compliance hereof is hereby enjoined.


ALFREDO L. JUNIO
Acting Administrator

September 6, 1967


780/9/7/67

Copy furnished:

The Administrator
The Asst. Administrator
All concerned
The Administrative Officer (for mimeographing)
Management Staff - file
Records Division - file

OK 9/11 

Enclosure No. 1
~~(Sample only)~~

SUBMITTED by:

Regional Irrigation Engineer, Region 3

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Quezon City

REQUEST FOR PERMISSION TO
TEACH

The Honorable
The Commissioner of Civil Service
Thru the Regional Irrigation Engineer
Region _____ and the Administrator, NIA
M a n i l a

S i r :

In compliance with CSC MC No. 5, s. 1966, I have the honor to request permission to teach after office hours. In this connection, I am submitting the following data or information about myself:

1. Name _____ Civil Status _____
(Family Name-Given Name-M.I.)

2. Position: _____ Actual Salary per Annum _____

3. Department/Bureau/Office Where Employed: _____

4. Nature of Duties:

5. Performance Rating for the last rating period _____

6. Education Qualifications:

College/University	Degree Pursued/Finished
_____	_____
_____	_____

7. Other Special Training: _____

8. Nature of Teaching Job:

College/University	Subjects to be Taught	Teaching Load for the Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Date)

(Printed Name & Signature)

TEACHER'S FIELD