

Republika ng Pilipinas  
AMBANSANG PANGASIWAAN NG PATURIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 34, s. 1977

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS  
AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROJECT  
MANAGERS; PROVINCIAL IRRIGATION ENGINEERS;  
IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE OF  
PROJECTS AND SYSTEMS  
National Irrigation Administration

SUBJECT : Approval of Applications for Permission to Teach,  
Exercise a Profession, or Engage in Business  
Outside Office Hours

In line with our policy of decentralization whenever practicable and to strengthen the administrative capacity for regional operations as set forth under Letter of Instructions No. 488 dated August 18, 1976, approval of applications of NIA personnel for permission to teach, exercise a profession, or engage in business outside of office hours is hereby delegated to Department/Staff Heads, Project Managers and Regional Irrigation Directors,

Hereunder are the guidelines which should be observed when acting on such requests or applications;

1. Any request for permission to teach, exercise a profession, or engage in business outside office hours should be accomplished (for teaching, CS Form No. 305), and must be accompanied by a physical and medical examination duly certified by a government physician that the employee concerned is fit to work.
2. If the request is for permission to teach, the same is subject to these conditions:
  - a. No teaching shall be allowed during office hours even if the time spent is covered by corresponding leave;
  - b. Teaching time should in no case start earlier than 5:30 o'clock in the evening on regular working days (Monday through Friday); and
  - c. Teaching load shall not exceed (12) hours a week and not be more than three (3) hours a day on regular days.
3. If conflicts arise between personal interest and that of the Office in teaching, exercising a profession, or engaging in business, that of the Office shall be given preference.

Note No Original  
Retained 1/26/84

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It is understood that the Office shall reserve the right to withdraw or revoke the permission granted at any time the exigencies of the service so require, or when it will be shown that any of the conditions herein prescribed has been violated.

It is hereby directed that the NIA Central Office and the Civil Service Commission be furnished with a copy of the approved application or request within fifteen (15) days from approval thereof. The same should be addressed to the undersigned, Attention: Administrative Director or Business Manager, as the case may be.

Compliance is enjoined,

(SGD) ALFREDO L. JUINIO  
Administrator

Encl.: CSC Form No. 305 for teaching.

7/6/77

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION  
Quezon City

REQUEST FOR PERMISSION TO TEACH

The Administrator  
National Irrigation Administration  
Quezon City

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 period \_\_\_\_\_

6. Education Qualifications:

College/University

Degree/Pursued/Finished

\_\_\_\_\_  
\_\_\_\_\_

7. Other Special Training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Nature of Teaching Job:

College/University

Subject Taught

Teaching Load for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am attaching herewith a certificate of my recent physical and medical examination duly certified by a government physician.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name & Signature)

Copy Furnished:

The Honorable  
Commissioner of Civil Service  
M a n i l a