



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 16, 2017

DIVISION MEMORANDUM
NO. 529, s. 2017

PART-TIME WORK PERMIT

TO: Assistant Superintendents
Chiefs/EPSs/Coordinators/SEPSs/ EPS IIs
Public Schools District Supervisors/OICs
Elementary/Integrated/Secondary School/s Principals/Heads/TICs
Nonteaching Staffs/Personnel/All Others Concerned/Teachers

1. This **Office** hereby informs the field that applications or letter-requests for **PART-TIME WORK PERMIT** sought by any teacher or nonteaching staffs **must be properly endorsed** by the **Public Schools District Supervisor (PSDS)** or the **head of office concerned** in case of **non-teaching personnel** from the Division Office.
2. The application or letter-request must be accompanied by photocopies of the previous rating (e.g., RPMS rating) or performance evaluation results (at least three (3) rating periods or years/Very Satisfactory/Outstanding) as well as the (photocopies) clearances for the past three (3) years (of the employee/part-time work permit applicant) duly certified by the School Head or PSDS in the district. The **name of the part-time employer** (private school or state college/university) must also be indicated in the letter-request.
3. **Part-time Work Permit** may be allowed to an employee during Saturdays/Sundays or starting 6:00PM during weekdays (Mondays-Fridays) **provided that part-time practice of his/her profession will not affect the performance** of said regular/permanent teacher or employee. **Granting of Part-time Professional Practice/Part-time Work is discretionary on the part of the appointing officer**, however, the Very Satisfactory (VS) or Outstanding performance as well as the number years in rendering services and meritorious accomplishments of the teacher/employee concerned in the Division may be considered.
4. Questions or inquiries as regards to the application for **PART-TIME WORK PERMIT** can be sent directly to **DR. VICTOR A. YBAÑEZ** (SEPS-HRD) at the email address: v_ybanez@yahoo.com.
5. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent