



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph



MEMORANDUM

**TO : ALL OFFICERS AND EMPLOYEES OF THIS AUTHORITY
INCLUDING LRA-CARP PERSONNEL NATIONWIDE**

FROM : GERARDO PANGA SIRIOS
Administrator

DATE : 24 NOVEMBER 2022

**SUBJECT : GUIDELINES FOR THE GRANT OF AUTHORITY TO
TEACH**

In the interest of the service and pursuant to Department of Justice's (DOJ) Department Circular No. 037 dated 18 November 2022 RE: Guidelines on the Granting of Authority to Teach for Personnel of the Department and its Attached and Constituent Agencies, the following shall be observed by all concerned seeking such authority:

CONDITION	SUPPORTING DOCUMENT
1. It shall not prejudice the discharge of the duties and responsibilities of the officer or employee;	Application Letter
2. It shall not entail the use of the government time or resources;	
3. It shall not result in any potential or actual conflict of interest as regards the functions of the offices or employee;	
4. The applicant has been working for a period of at least one (1) year counted from date of application;	Service Record
5. Teaching load shall not be more than six (6) units per semester, or six (6) hours per week , and teaching hours shall not be earlier than 5:00pm on regular workdays;	Certification issued by the school/institution which indicates the applicant's teaching load and teaching hours
6. The applicant has no pending administrative case (i.e., wherein a formal charge has been issued) before the proper disciplinary authority;	Certificate of No Pending Administrative Case i.e., wherein no formal charge is issued against applicant)
7. The applicant declares all anticipated income to be received pursuant to the teaching load (i.e., all salaries, benefits, emoluments, allowances, etc.);	Certification issued by the school/institution which indicates applicants salary, benefits, emoluments, etc. for teaching load

CERTIFIED TRUE COPY:

12/2/2022
MORILYN T. TOMAS
Chief, Central Records Section



<p>8. The officer or employee executes a sworn undertaking that:</p> <ul style="list-style-type: none"> i. Daily attendance in the office and performance of assigned duty/work will not be altered or affected; ii. There is no backlog or delay in his or her assignments and tasks, and will not result to such due to the teaching load; and iii. In the exigency of the service, the applicant will perform his official duty as a public officer or employee before his or her teaching duty. 	<p>Sworn undertaking</p>
<p>9. Written recommendation and/or conformity of the reviewing authority, if applicable.</p>	<p>Letter of recommendation /conformity by recommending authority, if applicable.</p>


All supporting documentary requirements shall be submitted to the Human Resource Development Division (HRDD) for verification and evaluation and shall be submitted by the said office to the undersigned **within ten (10) working days** from receipt thereof. Otherwise, in cases of incomplete or incorrect supporting documents, the same shall be returned to the applicant within the same period of **ten (10) working days** from receipt.

No officials or employees of this Authority shall engage directly in the limited practice of teaching without a written permission from the undersigned, if such, he/she will be charged before the appropriate office, in accordance with existing laws, rules and regulations.

All issued Authority to Teach may be revoked at any time in the exigency of the service especially when the performance of the concerned official or employee is affected.

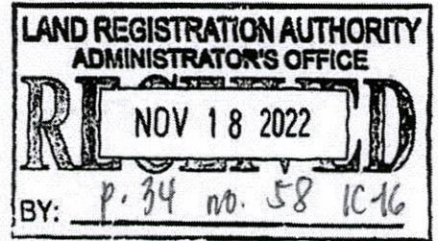
Any official or employee of this Authority, having been granted an Authority to Teach shall neglect their primary obligations, duties, and responsibilities as public officers and employees shall forfeit the said authority granted and will be proceeded against administratively in accordance with Civil Service Rules, and criminally in accordance with the Revised Penal Code. Any authority so forfeited will no longer be renewed.

For guidance and strict compliance.

CERTIFIED TRUE COPY:

 NORILYN T. TOMAS
 Chief, Central Records Section



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila



DEPARTMENT CIRCULAR NO. **037**

**SUBJECT : GUIDELINES ON THE GRANTING OF AUTHORITY TO TEACH
FOR PERSONNEL OF THE DEPARTMENT AND ITS ATTACHED
AND CONSTITUENT AGENCIES**

DATE : NOV 18 2022

In the interest of the service, pursuant to the provisions of existing laws, rules and regulations, and to ensure the continuous and unhampered rendition of government services in the Department, the following guidelines on the granting of **Authority to Teach** for Department officials and personnel, including those of its attached and constituent agencies, shall be strictly implemented effective immediately:

I. STATEMENT OF POLICY

As a matter of basic policy, all public officers and employees shall exclusively devote their time, attention and skills to their offices and/or agencies in the service of the people. However, in the spirit of contributing to professional development, educational discourses and academic heritage, public officers and employees may be granted limited authority to teach to the extent that it will not conflict with their primary duty as public officers and employees.

As such, an Authority to Teach may be issued only upon compliance with the conditions herein set forth, and shall remain subject to the full discretion of the approving authority.

II. LEGAL BASIS

- Section 7 (b), par. 2 of Republic Act (R.A.) No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, which provides:

“Public officials and employees during their incumbency shall not x x engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tent to conflict with their official functions.”

- Section 12, Rule XVIII of the Revised Civil Service Rules, which provides thus:

“Section 12. No officer or employee shall engage directly or indirectly in any private business, vocation or profession or be connected

with any commercial, credit, agricultural, or industrial undertaking without a written permission from the head of the Department.”

- Section 18 of CSC Memorandum Circular No. 15, s. 1999, which provides, thus:

“Section 18. Unless otherwise provided by law, no officer 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 required 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.”

IV. COVERAGE

These guidelines shall apply to all officers, employees and personnel of the Department and its attached and constituent agencies, except those non-DOJ personnel on detail or temporary reassignment to the Department.

V. CONDITIONS AND SUPPORTING DOCUMENTS

All requests for an Authority to Teach shall comply with the following conditions and be supported by the following documents as evidence of compliance to conditions:

CONDITION	SUPPORTING DOCUMENT
1. It shall not prejudice the discharge of the duties and responsibilities of the officer or employee;	Application Letter
2. It shall not entail the use of government time or resources;	
3. It shall not result in any potential or actual conflict of interest as regards the functions of the offices or employee;	
4. The applicant has been working in the DOJ for a period of at least one (1) year counted from date of application;	Service Record
5. Teaching load shall not be more than six (6) units per semester , or six (6) hours per week , and teaching hours shall not be earlier than 5:00pm on regular workdays;	Certification issued by the school/institution which indicates the applicant's teaching load and teaching hours

CONDITION	SUPPORTING DOCUMENT
6. The applicant has no pending administrative case (<i>i.e., wherein a formal charge has been issued</i>) before the proper disciplinary authority;	Certificate of No Pending Administrative Case (<i>i.e., wherein no formal charge is issued against applicant</i>)
7. The applicant declares all anticipated income to be received pursuant to the teaching load (<i>i.e., all salaries, benefits, emoluments, allowances, etc.</i>);	Certification issued by the school/institution which indicates applicants salary, benefits, emoluments, etc. for the teaching load
8. The officer or employee executes a sworn undertaking that: i. Daily attendance in the office and performance of assigned duty/work will not be altered or affected; ii. There is no backlog or delay in his or her assignments and tasks, and will not result to such due to the teaching load; and iii. In the exigency of the service, the applicant will perform his official duty as a public officer or employee before his or her teaching duty.	Sworn Undertaking
9. Written recommendation and/or conformity of the reviewing and recommending authority, if applicable.	Letter of recommendation/conformity by recommending authority, if applicable.

All supporting documentary requirements shall be submitted to the **Personnel Division** for verification and evaluation, and shall be submitted by the said office to the concerned approving authority **within ten (10) working days** from receipt. Otherwise, in cases of incomplete or incorrect attachments, the same shall be returned to the applicant by the Personnel Division within the same period of **ten (10) working days** from receipt.

VI. REVIEWING/RECOMMENDING AND APPROVING AUTHORITY

The authority to review and recommend applications, and the authority to grant approval of applications for Authority to Teach, are hereby vested to the following officials:

Concerned Official/Employee	Reviewing and Recommending Authority	Approving Authority
1. Undersecretaries 2. Assistant Secretaries 3. Chief State Counsel 4. Assistant Chief State Counsels 5. Prosecutor General 6. Senior Deputy State Prosecutors 7. Heads of Attached/Constituent Agencies 8. Directors of Services, Programs, and Projects	---	Secretary of Justice
Other Department officials, employees, and personnel in the: 1. DOJ Proper; 2. Regional Prosecution Offices; 3. Provincial Prosecution Offices; 4. City Prosecution Offices; and 5. Other DOJ field offices.	Head of Relevant Prosecution Office (For NPS) Head of Relevant Service (For Non-NPS)	Undersecretary-in-charge of Finance, Administration and Personnel
Officials, employees and personnel of attached and constituent agencies of the Department	Official having direct supervision	Head of Attached/Constituent Agency

VII. REVOCATION OF AUTHORITY

It shall be the duty of the reviewing/recommending authority, or the approving authority, to monitor and periodically review the authorized outside engagement of the officers or employees concerned vis-à-vis their individual performance in the office. Being a mere privilege, all issued Authority to Teach may be revoked at any time in the exigency of the service especially when the performance of the concerned officer or employee is affected.

VIII. SANCTIONS

1. Any officer, personnel or employee of the Department who engages in teaching activities without the appropriate Authority to Teach, regardless if such teaching activities were beyond office hours, will be charged before the appropriate office, in accordance with existing laws, rules and regulations.

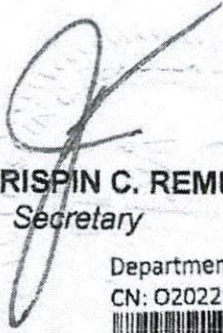
2. Any officer, personnel or employee who, having been granted an Authority to Teach, shall neglect their primary obligations, duties and responsibilities as public officers and employees shall forfeit the said authority granted and will be proceeded

against administratively in accordance with civil service rules, and criminally in accordance with the Revised Penal Code. Any authority so forfeited will no longer be renewed.

This Circular supersedes all prior Circular and Orders inconsistent herewith, shall take effect immediately, and shall remain in force until further orders.

For guidance and strict compliance.

Copy furnished:
All concerned.


JESUS CRISPIN C. REMULLA
Secretary

Department of Justice
CN: 0202211163



ANNEX A

UNDERTAKING

I, _____, in support of my request for Authority to Teach, hereby undertake that:

1. My teaching load shall not prejudice the discharge of my duties and responsibilities as a DOJ officer/employee;
2. My teaching load shall not entail the use of government time and/or resources;
3. My teaching load shall not result in any potential or actual conflict of interest as regards my functions in the DOJ;
4. I have been working in the DOJ for a period of at least one year starting from _____, as evidenced by my Service Record;
5. My teaching load will not exceed six (6) units per semester or six (6) hours per week, as evidenced by the attached _____;
5. My daily attendance in the office and my reporting for the other assigned work will not be altered or affected;
6. I do not have backlog or delay in tasks and assignments and will not result to such including the resolution of cases;
7. I understand that the authority to teach, being a privilege, may be revoked at any time in the exigency of the service.

Date: _____

(Signature over Printed Name)