



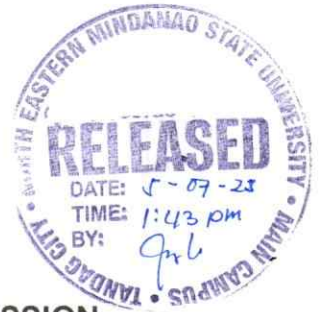
Republic of the Philippines  
**North Eastern Mindanao State University**

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 0212, s. 2025

To : **ALL TEACHING AND NON-TEACHING PERSONNEL**

Date : May 6, 2025

Subject: **PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION**



Greetings of peace and solidarity.

To uphold ethical standards and ensure compliance with civil service rules, this Office reiterates the requirement for all NEMSU employees who are currently engaged or plan to engage in the limited practice of their profession outside university functions to accomplish and submit the official Permission to Engage in Limited Practice of Profession Form. This permit shall be subject to evaluation, approval, and periodic renewal.

This directive is anchored on Section 7(b)(2) of Republic Act No. 6713, also known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, which states:

*"Public officials and employees during their incumbency shall not... (2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions."*

Furthermore, Section 18, Rule XIII of the *Revised Omnibus Rules on Appointments and Other Personnel Actions* provides that:

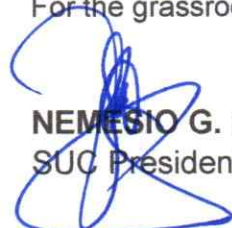
*"No officer or employee shall engage directly or indirectly in any private business or profession without a written permission from the head of agency... Provided further, that if an employee is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed 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."*

In light of the above provisions, all faculty and staff are hereby directed to:

1. Accomplish and submit the approved Permission to Engage in Limited Practice of Profession Form to the Human Resource Management Unit;
2. Ensure annual renewal of the permit, or earlier if there are changes in the nature of professional engagement;
3. Refrain from outside practice unless duly approved in writing by the University.

For your strict compliance. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

  
**NEMESIO G. LOAYON, PhD**  
SUC President III



Permit to Engage in Limited Practice Form

Enclosed: *Permit to Engage in Limited Practice of Profession Form*



Republic of the Philippines  
North Eastern Mindanao State University

PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION

☐ First-time Application    ☐ Renewal  
Period: \_\_\_\_\_

(Date)

**NEMESIO G. LOAYON, PhD**  
SUC President III  
North Eastern Mindanao State University

Dear **Pres. Loayon,**

In compliance with Civil Service Commission Memorandum Circular No. 5, series of 1966, I respectfully request authorization to engage in the limited practice of my profession outside of official working hours.

I. PERSONAL INFORMATION	
Last Name	
First Name(s)	
Middle Initial	
Designation	<input type="checkbox"/> Faculty <input type="checkbox"/> Administrative Staff
Position	
Appointment Status	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
Home College / Unit	
Contact No.	
II. WORK DETAILS	
1. Nature of Duties in NEMSU	
2. Performance Rating (most recent)	
3. Educational Qualifications	Degree(s): College/University: _____

📍 Rosario, Tandag City, Surigao del Sur 8300  
☎ 086-211-4221  
🌐 [www.nemsu.edu.ph](http://www.nemsu.edu.ph)







Republic of the Philippines  
**North Eastern Mindanao State University**

4. Relevant Trainings/Certifications	
5. Nature of External Work	
6. Time and Schedule	
7. Clients / Organizations and Locations	(List below or attach separate sheet if necessary)
Organization / Client	Address
Note: Include in your year-end report any clients not covered by this application.	

III. DECLARATION

I hereby affirm that my engagement in limited practice of profession or involvement in outside activities will not, in any way, interfere with the efficient and effective performance of my official duties and responsibilities at NEMSU. I also understand that such engagement must remain consistent with existing institutional rules and professional standards.

NAME AND SIGNATURE OF APPLICANT

Date: \_\_\_\_\_

IV. ENDORSEMENTS AND APPROVAL

1st Endorsement

Endorsed by the University HRMU

I hereby endorse this request, having determined that the proposed engagement will not interfere with the employee's official duties and responsibilities in accordance with CSC rules and regulations.

NAME AND SIGNATURE

Position:

Date: \_\_\_\_\_

Recommending Approval: (Please check as appropriate)

- ☐ Vice President for Academic Affairs (for faculty)  
☐ Vice President for Administration and Finance (for non-teaching personnel)

I hereby recommend the approval of this request, with the assurance that the proposed activity will be conducted outside official working hours and will not affect the employee's performance of duties.

NAME AND SIGNATURE

Date: \_\_\_\_\_

📍 Rosario, Tandag City, Surigao del Sur 8300

☎ 086-211-4221

🌐 [www.nemsu.edu.ph](http://www.nemsu.edu.ph)





Republic of the Philippines  
**North Eastern Mindanao State University**

**Final Action**

☐ I hereby approve this request to engage in limited practice of profession, with the understanding that it will be performed outside official working hours and shall not interfere with the employee's university responsibilities.

☐ I hereby disapprove this request due to the following reason(s):

\_\_\_\_\_

**NEMESIO G. LOAYON, PhD**  
SUC President III

Date: \_\_\_\_\_

📍 Rosario, Tandag City, Surigao del Sur 8300

☎ 086-211-4221

🌐 [www.nemsu.edu.ph](http://www.nemsu.edu.ph)





Republic of the Philippines  
**North Eastern Mindanao State University**

Policy on Entrepreneurial activities of Government Employees per MC No. 32, s. 1993

1. That government employees shall strictly observe Section 7, paragraphs (a), (b), and (c) of R.A. 6713 which declares as unlawful the following acts and transactions of any public officials and employee:

Xxx

- a. Financial and material interest – public officials and employees shall not, directly have any financial or material interest in any transaction requiring the approval of their office.
- b. Outside employment and other activities related thereto.
  - public officials and employees during their incumbency shall not,
    - (1) *Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;*
    - (2) *Engage in the private practice of their own profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or*
    - (3) *Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.*
2. That the conduct of business or economic ventures shall not be in conflict or tend to conflict with the official functions of the public official or employee;
3. That the conduct of business or economic ventures shall not be done during office hours nor within the required forty (40) hour work week period; and
4. That the public official or employee shall not in any manner use government resources, facilities, equipment and supplies in the conduct of his or her business or economic ventures.