



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

VNA-DC\_\_\_\_\_

**DEPARTMENT CIRCULAR NO. 006**

**TO :** **Undersecretaries and Assistant Secretaries**  
**All Heads of Bureaus, Commissions and Agencies under the**  
**Department**  
**All Regional/Provincial/City Prosecutors in the National**  
**Prosecution Service**  
**Chiefs of Service/Staff in the Office of the Secretary**  
**All Concerned**

**SUBJECT :** **Revision of Guidelines on Teaching**

**DATE :** JAN 22 2018

---

In the interest of the service and pursuant to the provisions of existing laws, of Sections 5.5 and 6, Department Circular No. 030 series of 2012, entitled: "Guidelines on Teaching for Officers and Employees in the Department, and its Constituent and Attached Agencies" are hereby amended, as follows:

*"5. Conditions*

*The request for authority to teach may be granted, provided:*

*xxx*

*5.5 Teaching load **shall not be more than twelve units per semester or twelve hours per week** and teaching hours shall not be earlier than 5:30 pm on regular workdays; xxx*

*6. Reviewing/Recommending and Approving Authority*

*The reviewing/recommending and approving authority for requests to teach shall be vested on the **Secretary of Justice.**"*

The amendment in the increase in the allowable teaching load finds basis on the increasing number of higher education enrolment in State Universities and Colleges from Academic Year (AY) 2012-2013 to AY 2016-2017 as well as the faculty-student ration in the entire country for AY 2016-2017 ranging from 1:8 to 1:90.<sup>1</sup> Nonetheless, the same remains subject to the conditions laid down in Section 5 of Department Circular No. 030 series of 2012.

---

<sup>1</sup> Commission on Higher Education (CHED) Data as of 10 April 2017

Notwithstanding the approval of the request for authority to teach, the Secretary of Justice maintains the discretion to limit the requested number of teaching load/units, when the exigency of public service so requires.

For strict compliance.

  
**VITALIANO N. AGUIRRE II**

*Secretary*

Department of Justice  
CN : O201801166

