



EXECUTIVE ORDER NO. 35
Series of 2025

**GUIDELINES ON THE LIMITED PRIVATE PRACTICE OF PROFESSION BY
APPOINTIVE OFFICIALS AND EMPLOYEES OF THE CITY GOVERNMENT,
AND PROVIDING FOR A STANDARDIZED APPLICATION AND
MONITORING PROTOCOL THEREFOR**

WHEREAS, Section 7(b)(2) of Republic Act No. 6713, otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, prohibits public officials and employees from engaging in the private practice of their profession unless authorized by the Constitution or by law, provided that such practice shall not conflict with or tend to conflict with their official functions;

WHEREAS, Section 138 of the *2025 Omnibus Rules on Appointments and other Human Resource Actions* of the Civil Service Commission prohibits officers and employees, whether in a permanent or regular capacity, temporary, casual, or hold-over, from engaging directly or indirectly in any private business or practice of professions. Exemptions may be allowed provided that the following requirements or conditions are met: a) Written permission from the head of agency must be secured and renewed annually; b) Time devoted outside of office hours shall neither impair in any way the efficiency of the officer or employee nor pose a direct conflict or tend to conflict with the official functions; and c) Government facilities, equipment, and supplies shall not be used while engaged in private business or practice of profession;

WHEREAS, Department of Health Administrative Order (DOH-AO) No. 92, s. 2003, prescribes clear guidelines for the private practice of medical and paramedical professionals in government health facilities, subject to conditions designed to safeguard public health interests and maintain institutional accountability;

WHEREAS, applicable professional regulatory laws, including but not limited to Republic Act No. 544 or the *Civil Engineering Law*, Republic Act No. 9266 or the *Architecture Act of 2004*, Republic Act No. 9298 or the *Philippine Accountancy Act of 2004*, and Republic Act No. 2382 or the *Medical Act of 1959*, impose licensure, ethical,



and continuing compliance obligations upon licensed professionals, which must be harmonized with public employment;

WHEREAS, the City Government affirms its commitment to a professionalized and merit-based bureaucracy, and recognizes the need to ensure that appointive officials and employees who are licensed professionals may pursue continuing competence and professional growth, provided that public interest remains paramount and institutional integrity is preserved;

WHEREAS, there is a compelling need to institute clear, consistent, and enforceable guidelines on the private practice of profession by City Government appointive officials and employees, as well as to establish a fair and transparent application and monitoring process;

NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO, City Mayor of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. Short Title. This Order shall be known and cited as the "Guidelines on the Limited Private Practice of Profession."

SECTION 2. Coverage. This Order shall apply to all appointive officials and employees of the City Government of Naga, whether permanent or casual, who are duly licensed professionals under the jurisdiction of the Professional Regulation Commission (PRC) or other legally mandated regulatory bodies.

SECTION 3. General Prohibition and Exemptions. As a general rule, all appointive officials and employees are prohibited from engaging in the private practice of their profession, whether compensated or not, unless expressly authorized in writing by the City Mayor under the terms of this Order, except in the following instances:

- A. Use of professional knowledge for one's own property or legal matters;
- B. Services rendered without compensation to immediate family members (spouse, children, parents, or siblings);



- C. Emergency professional assistance where public safety or health is at immediate risk.

SECTION 4. Classification of Professionals. Regardless of profession, professionals for the purposes of this Order shall be classified as follows:

- A. **Category I: Non-Regulatory Professionals (Standard Conditions).** This refers to professionals whose official functions and designations in the City Government do not involve regulation, approval, or enforcement. This may include healthcare professionals, teachers and academic personnel, social workers, accountants in non-auditing roles, lawyers, and other professionals without direct regulatory authority.
- B. **Category II: Regulatory and Technical Professionals (Enhanced Restrictions).** This refers to professionals whose official functions and designations in the City Government involve permitting, inspection, licensing, or any other regulatory function. This includes but is not limited to the City Engineer and Staff, City Planning and Development Officer and Staff, City Building Officer and Staff, City Treasurer, City Environment and Natural Resources Officer, City Assessor, and other professionals with permit-issuing, inspection, or regulatory authority.

SECTION 5. Conditions for Authorization.

A. Category I Professionals must:

- i. hold a valid professional license;
- ii. not have any pending administrative case;
- iii. have received at least a "Satisfactory" performance rating over the past twelve (12) months;
- iv. have no record of unauthorized absences or habitual tardiness;
- v. have no record of neglect of duty or abandonment of work;



vi. declare all income in the Statement of Assets, Liabilities, and Net Worth (SALN);

vii. conduct limited private practice strictly outside official working hours, and must not interfere with emergency or on-call duties; and

viii. not use any government time, facilities, or resources.

B. Category II Professionals must:

i. comply with all of the conditions for Category I Professionals;

ii. not engaged in any and all private professional work that may require reviews, inspections, permits, licenses, clearances, and the like from their office;

iii. clearly and undoubtedly demonstrate absence of conflict of interest for all private professional engagements;

iv. submit to quarterly reporting and random audit by the Human Resource Management Office (HRMO) and the Legal Office (LO).

SECTION 6. Application and Approval Protocol. The process for securing authority to practice shall be as follows:

A. Secure Recommendation Letter from the Department Head;

B. Submission of Application (Annex A) to the HRMO;

C. Initial Review by the HRMO within five (5) working days;

D. Technical Review:

i. For Category I Professionals: Reviewed by the HRMO;



- ii. For Category II Professionals: Joint review by the HRMO and the LO;

- E. Final Approval by the City Mayor within fifteen (15) working days;

- F. Issuance of Authority to Practice, subject to compliance monitoring.

SECTION 7. Special Provisions for Healthcare Professionals. All physicians and other paramedical and allied professionals in the city's health facilities shall strictly comply with the requirements of DOH AO No. 92 s. 2003, including the execution of a Memorandum of Agreement (MOA) between the healthcare professional and the city health facility concerned. Such MOA shall be appended to the application submitted to the HRMO.

SECTION 8. Sanctions. Violations of this Order may constitute conduct prejudicial to the best interest of the service, dishonesty, grave misconduct, or other administrative offenses and shall be dealt with in accordance with the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS) and other applicable laws.

SECTION 9. Monitoring and Oversight. The monitoring and enforcement of this Order shall be a shared responsibility among the concerned offices. The HRMO shall serve as the primary implementing and coordinating body, tasked with maintaining official records, tracking compliance, and ensuring the timely submission of required reports. The LO shall provide legal review, render opinions on potential conflicts of interest, and exercise oversight to ensure that all authorizations and practices conform to applicable laws, regulations, and ethical standards. Department Heads shall be directly responsible for frontline supervision within their respective offices, ensuring that professionals under their authority comply with the conditions of their approved authority to practice, and for promptly reporting any violations or concerns to the HRMO and the LO for appropriate action.



SECTION 10. AMENDMENTS AND INTERPRETATION. This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.


SECTION 11. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

SECTION 12. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 13. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 12th day of August, 2025.

MARIA LEONOR GERONA ROBREDO
City Mayor

Attested by:  **RAYNOR RODRIGUEZ**



ANNEX A

**APPLICATION FORM FOR AUTHORITY TO ENGAGE
IN LIMITED PRACTICE OF PROFESSION**

Application No.: _____

Date Filed: _____

SECTION I: PERSONAL INFORMATION

Name: _____

Position/Title: _____

Department/Office: _____

Employee ID No.: _____

Date of Appointment: _____

Employment Status: Permanent Temporary Casual

Contact Information:

Office Address: _____

Residential Address: _____

Mobile No.: _____

Email Address: _____

SECTION II: PROFESSIONAL INFORMATION

Profession: _____

License No.: _____

Date of Issuance: _____

Expiration Date: _____

Professional Organization:

- Integrated Bar of the Philippines (IBP)
- Philippine Institute of Certified Public Accountants (PICPA)
- United Architects of the Philippines (UAP)
- Philippine Institute of Civil Engineers (PICE)
- Philippine Medical Association (PMA)
- Other: _____



Membership No.: _____

Membership Status: Active Inactive Not Applicable

SECTION III: PROPOSED PRIVATE PRACTICE

Nature of Private Practice:

Type of Services to be Rendered:

Proposed Schedule of Private Practice:

- Before office hours (____ AM to ____ AM)
- After office hours (____ PM to ____ PM)
- Lunch break (12:00 NN to 1:00 PM)
- Weekends
- Holidays
- For healthcare personnel: Outside assigned duty hours

Location/s of Private Practice:

Street Address: _____

Barangay: _____

City/Municipality: _____

Province: _____



Target Clientele/Market:

- Individual clients
- Corporate clients
- Government agencies
- Educational institutions
- Others: _____

SECTION IV: CLASSIFICATION REQUEST

- Category I: Non-Regulatory Professional (Standard Conditions)
- Category II: Regulatory and Technical Professional (Enhanced Restrictions)

SECTION V: DECLARATIONS AND CERTIFICATIONS

I hereby declare that:

1. All information provided in this application is true and correct.
2. I understand the conditions and restrictions applicable to my category of professional practice.
3. I will not engage in any private practice that conflicts or appears to conflict with my official duties.
4. I will not use government time, resources, facilities, or personnel for private practice.
5. I will comply with all monitoring and reporting requirements.
6. I understand that violations may result in disciplinary action under Civil Service rules.



SWORN STATEMENT OF NO CONFLICT OF INTEREST

I, _____, do solemnly swear that:

1. The proposed limited private practice will not conflict with my official duties and responsibilities;
2. I will not represent clients who are applicants, contractors, developers, or the like regulated by my own office or department;
3. For Category II professionals: I will not engage in private practice involving projects or services to be executed within Naga City or entities operating within Naga City that require permits, licenses, or clearances from my office;
4. I will maintain the highest standards of professional ethics and integrity;
5. I will immediately disclose any potential conflicts that may arise during the course of my private practice.

Signature of Applicant

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 202_.

Notary Public



SECTION VI: ATTACHMENTS CHECKLIST

- Copy of current Professional license or ID
- Detailed description of proposed private practice (separate sheet if necessary)
- Recommendation Letter by Department Head
- Other supporting documents: _____

FOR HRMO USE ONLY:

Application received by: _____ Date: _____

Initial review completed by: _____ Date: _____

Recommendation: _____

Forwarded to: _____ Date: _____