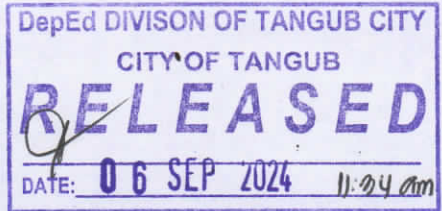




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 3, 2024

DIVISION MEMORANDUM
 No. 295, s. 2024

REGIONAL MONITORING OF THE IMPLEMENTATION OF DEPED ORDER NO. 005, S. 2024 ON THE RATIONALIZATION OF TEACHING OVERLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public School District In-Charges
 Administrative Officer V
 Elementary and Secondary School Heads
 Elementary and Secondary Teachers
 All Others Concerned
 This Division

1. Anchored on Regional Memoranda Nos. 509 and 601, s. 2024, this Office informs the field for the conduct of **Regional Monitoring of the Implementation of DepEd Order No. 005, s. 2024 on the Rationalization of Teaching Overload in Public Schools and Payment of Teaching Overload** for Tangub City Division on September 25-26, 2024.
2. In preparation for the smooth conduct of this activity, all school heads are directed to submit the following documents needed for the monitoring on September 6, 2024.
 - a. Approved Teachers' Class Program (c/o DICs)
 - b. SF 4 and SF 7
 - c. List of Personnel/Teachers with their current assignments
 - d. List of Teachers with Teaching Overload
 - e. List of Teachers with Designation Order for Teaching Related Assignments issued by the school head and approved the Schools Division Superintendent (Please refer to DO No. 005, s. 2024 for the list of applicable Teaching Related Tasks.)
3. Enclosed are the templates for the submission.
4. This Office directs the immediate and wide dissemination of this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

OSDS/sau_egd/9-3-2024



Address: Anecito Siete St. Mantig, Tangub City
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A. List of Personnel/Teachers with their current assignment(s)

School Letter Head

List of Personnel with Current Assignment

Total Number of Personnel: _____

	Name of Personnel/Teachers	Designation	Assignment(s)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Prepared by:

Name of School Head
Designation



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B. List of Teachers with Teaching Overload

School Letter Head

List of Teachers with Teaching Overload

	Name of Teacher	Designation	No. of Minutes Overload
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Prepared by:

Name of School Head
Designation



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C. List of Teachers with Designation Order for Teaching Related Assignments

School Letter Head

List of Teachers with Designation Order for Teaching Related Assignments

	Name of Teacher	Designation	Teaching Related Assignments	No. of Minutes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Prepared by:

Name of School Head

Designation



D. Designation Order Template

School Letter Head

MEMORANDUM TO: **NAME OF THE TEACHER**
Designation

SUBJECT: DESIGNATION ORDER AS _____

In the exigency of service, you are hereby designated as _____ of ***Name of the school***, this School Year 2024-2025.

As the _____ you are hereby requested to:

1. } Functions and responsibilities.
2. }
3. }
4. }
5. }

This order is hereby implemented effective July 29, 2024, until rescinded.

Prepared by:

Recommending Approval:

NAME OF SCHOOL HEAD
Designation

ERLINDA G. DAEL, PhD, CESE
Assistant Schools Division Superintendent

APPROVED:

SHAMBAEH A. ABANTAS-USAMAN, PhD, CESO VI
Schools Division Superintendent

Conforme:

NAME OF THE TEACHER
Signature Above printed name

Date: _____



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