



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF TANGUB CITY



January 30, 2025

DIVISION MEMORANDUM

No. 76, s. 2025

FY 2024 TEACHING OVERLOAD PAY UTILIZATION REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 005 titled **“Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload”** and DepEd Memorandum No. 53 s. 2024 titled **“Implementation Guidelines for DepEd Order No. 5, s. 2024”**, this Office informs the field for the **FY 2024 Teaching Overload Pay Utilization Report** for Central Office submission on February 12, 2025.

2. All school heads are directed to download DepEd Memorandum No. 53, s. 2024 and study carefully for complete reference and guidance. Hence, this Office is strictly reiterating to abide and implement what is only applicable on the Implementation Guidelines specifically:

- a. Only actual classroom teaching rendered per learning area and class advising duties are treated as teaching load and shall part of the six hours of teaching (DM No. 53, s. 2024, item 3.c).
- b. All school heads shall ensure that teachers designated for teaching-related assignments shall prioritize their teaching duties (DM No. 53, s. 2024, item 6.e).
- c. Any other work in relation to their teaching-related assignments conducted beyond the six hours of teaching load shall be compensated by vacation service credits (VSC) (DM No. 53, s. 2024, item 7).

3. In preparation for the **accurate division report**, all school heads are directed to submit to the Human Resource Development Section on or before February 7, 2025 the following required documents (2 copies) for attachments:

- a. **Designation Order for Teaching-Related Assignments**
- b. **Authority to Render Work beyond Regular Working Hours for Teaching-Related Assignments**
- c. **Certification or List of Teachers with Teaching Overload**


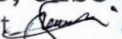

6. Templates of the required documents are accessible through this link https://bit.ly/TeacherWorkload_ToolsandProcedure.

5. For easy consolidation of the teachers' total number of overtime hours, school heads are directed to upload the electronic copy of **School Certification or List of Teachers with Teaching Overload** in your respective district folders through this link https://bit.ly/Tangub_Over_Time_Report.

5. All school heads are directed to download DepEd Memorandum No. 53, s. 2024 for complete reference and guidance.

6. For more information, please contact Rene Boy G. Roxas, Senior Education Program Specialist of the Human Resource Development Section via 09303375846.

7. For immediate dissemination and compliance.


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


To be indicated in the Perpetual Index
under the following subjects:

POLICY BENEFITS TEACHERS PAYMENT TEACHING LOAD WORK HOURS

SAU/sgod-rbgr/1-30-25

MEMORANDUM
DM-OUHROD-2025-0204

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED


FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : SUBMISSION OF FY 2024 TEACHING OVERLOAD PAY BUDGET UTILIZATION REPORT

DATE : 20 January 2025

In accordance with **DepEd Order (DO) No. 005, s. 2024** "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload" and **DepEd Memorandum (DM) No. 053, s. 2024** "Implementation Guidelines for DepEd Order No. 005, s. 2024," the **Regional Offices are required to submit their respective Teaching Overload Pay Budget Utilization Reports for FY 2024.**

Pursuant to DM No. 053, s. 2024, the following shall be observed by the field offices:

SDO Finance Unit & SDO Admin Unit (Personnel)	RO Finance Division & RO Admin Division (Personnel)
<p>a. Prepare the budget utilization report for submission to the RO providing the following details:</p> <ul style="list-style-type: none">✓ Number of teachers with Teaching Overload Pay;✓ Total Teaching Overload Hours;✓ Estimated amount to be paid or the equivalent teaching overload pay;✓ Actual Teaching Overload Pay granted to teachers; and✓ In cases of conversion to VSC due to insufficient funds, the number of earned VSC granted to teachers.	<p>a. Consolidate the budget utilization reports from SDOs for submission to the Central Office.</p> <p>b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD.</p>



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b. The SDS shall approve the report for submission to the Regional Office





<p>b. The SDS shall approve the report for submission to the Regional Office through the RO-Admin Division (Personnel).</p>	
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The templates for the RO and SDO Utilization Report, including a quick guide on how to accomplish each template, are available for download at bit.ly/TeacherWorkload_ToolsandProcedure.

Kindly submit the consolidated reports in the required formats as indicated below to BHRD-SED on or before **February 14, 2025 (Friday)** through email address at bhrod.sed@deped.gov.ph:

- a. Scanned copy of the RO Utilization report duly signed by the respective Regional Director; and
- b. Editable Excel File (not necessarily signed) of the RO Utilization report.

For further questions, please contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHRD-SED) through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

Copy furnished:

OFFICE OF THE SECRETARY
Department of Education

1. The identified participants (Enclosure I) and DM-OUHRD-2025-0127 for guidance and reference.
2. District Supervisors shall assist the School Heads monitoring the submission of the accomplished required documents and Data Profile Form that can be accessed through the following links:
https://bit.ly/Templates_Waiver_Understanding,
https://bit.ly/Templates_Par_Profile
3. For inquiries, please contact Rene Boy G. Roxas, Division SEPS, HRDS through 09303375846.
4. Immediate and widest dissemination of this Memorandum is desired.

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