



Republic of the Philippines
Department of Education
Cordillera Administrative Region

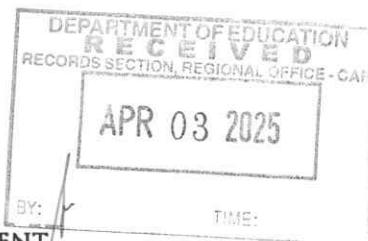
4. Non-submission of validated and approved computation by an SDO shall be interpreted as non-entitlement of any teacher to Teaching Overload for the said quarter in the concerned Division.
5. For strict compliance.

ESTELA P. LEON- CARIÑO EdD, CESO III
Director IV/Regional Director

FINANCE/clp



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM

DM-OUHROD-2025- 0850

**TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS**

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

**SUBJECT : REMINDER ON THE PROCESSING OF PAYMENT FOR
TEACHING OVERLOAD FOR THE FIRST QUARTER OF FISCAL
YEAR (FY) 2025 WITH REFERENCE TO DEPED ORDER NO. 005,
S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024**

DATE : 28 March 2025

The Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to process the payment for **Teaching Overload** to eligible teachers for the **First Quarter of Fiscal Year (FY) 2025 (January to March 2025)** in adherence to **DepEd Order (DO) No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**.

In the processing of payment, the **SDOs** are directed to follow the procedures stipulated in DepEd Memorandum No. 053, s. 2024, *Implementation Guidelines for DepEd Order No. 005, s. 2024*. Further, the **SDO Finance Unit** and **SDO Administrative Unit (Personnel Section)** should establish and communicate clear deadlines to ensure that all schools under their jurisdiction can submit the required documents on time.

For FY 2025, the funding requirement for the payment of Honoraria for Teaching Overload has been released to the Regional Offices (ROs) under the Administration of Personnel Benefits. In this regard, the **ROs shall ensure the availability of funds for SDOs under their jurisdiction**.

Upon disbursement of teaching overload pay, the **ROs** shall submit the consolidated Budget Utilization Reports (BUR) for the 1st Quarter, FY 2025 following the required formats to BHRD-SED on or before **May 30, 2025** through email address at bhrod.sed@deped.gov.ph:

- Scanned copy of the RO Utilization report which is duly signed by the RDs; and
- Editable Excel File (not necessarily signed) of the RO Utilization report.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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The relevant templates to be used are available for download through this link: **bit.ly/TeacherWorkload_ToolsandProcedure**. Please access the folder named 'DM 053, s. 2024_Implementation Guidelines' for the templates.

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

For appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

Department of Education



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