

# Republic of the Philippines Devartment of Education

**Cordillera Administrative Region** 



April 8, 2025

REGIONAL MEMORANDUM NO. 260 25

## PROCESSING OF PAYMENT FOR TEACHING OVERLOAD FOR THE FIRST QUARTER OF FISCAL YEAR (FY 2025)

To:

Schools Division Superintendents

All Others Concerned

- 1. This office disseminates the memorandum from the Office of the Undersecretary for Human Resource and Organizational Development reminding all concerned of the processing of payment for Teaching Overload for the First Quarter of FY 2025.
- 2. The fund for the payment of Teaching Overload is lodged with the Regional Office. In line with this, Schools Division Offices (SDOs) are requested to submit a duly verified, validated, and approved computation of Teaching Overload not later than April 30, 2025 to facilitate timely processing and release of funds.
- 3. To ensure timely submission of the Consolidated Budget Utilization Report (BUR) for the First Quarter of FY 2025, the following timelines shall be strictly observed:

Particulars	Timeline	Responsible Office
Submission of validated and approved computation of Teaching Overload to the Regional Office	On or before April 30, 2025	SDO- Finance and Administrative Unit
Preparation of Sub-Allotment	May 5-6, 2025	RO- Finance Division
Payment of Teaching Overload to qualified teachers	May 7-16, 2025	SDO- Finance and Administrative Unit
Submission of Teaching Overload Pay Budget Utilization Report to the Regional Office	May 19-23, 2925	SDO- Finance and Administrative Unit
Submission of Consolidated Teaching Overload Pay Utilization Report to the Central Office	May 26-30,2025	RO- Finance and Administrative Division







Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318 Email Address: car@deped.gov.ph









#### Republic of the Philippines

#### Department of Education

**Cordillera Administrative Region** 

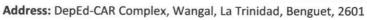
- 4. Non-submission of validated and approved computation by an SDO shall be interpreted as non-entitlement of any teacher to Teaching Overload for the said quarter in the concerned Division.
- 5. For strict compliance.

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

FINANCE/clp







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#### Republika ng Pilipinas

### Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

APR 03 2025

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.

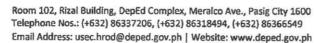
For FY 2025, the funding requirement for the payment of Honoraria for Teaching Overload has been released to the Regional Offices (ROs) under the Administration of Personnel Benefits. In this regard, the ROs shall ensure the availability of funds for SDOs under their jurisdiction.

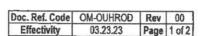
Upon disbursement of teaching overload pay, the **ROs** shall submit the consolidated Budget Utilization Reports (BUR) for the 1<sup>st</sup> Quarter, FY 2025 following the required formats to BHROD-SED on or before **May 30, 2025** through email address at <a href="mailto:bhrod.sed@deped.gov.ph">bhrod.sed@deped.gov.ph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

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











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



