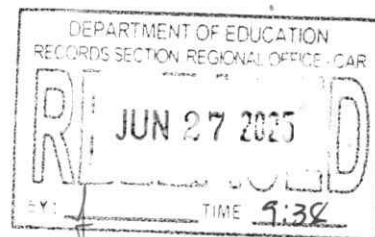




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION



27 June 2025

REGIONAL MEMORANDUM

No. **445. 2025**

**DISSEMINATION OF DM-OUHROD-2025-1641 "TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS NOS. 002 AND 005, S. 2024"**

To: Assistant Regional Director  
Schools Division Superintendents  
All Divisions  
All Others Concerned

1. Enclosed is **DM-OUHROD-2025-1641**, titled "*Teacher Workload Policy Toolkit for DepEd Orders Nos. 002 and 005, s. 2024.*"
2. This issuance supports the implementation of **DepEd Order No. 002, s. 2024**, "*Removal of Administrative Tasks from Teachers,*" and **DepEd Order No. 005, s. 2024**, "*Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.*"
3. All Regional Offices (ROs) and Schools Division Offices (SDOs) are enjoined to cascade the toolkit to school heads and all concerned teaching and non-teaching personnel. Moreover, the **Office of the Assistant Schools Division Superintendent (ASDS)** is requested to ensure the **widest possible dissemination** of this toolkit to **all public elementary and secondary schools** within their respective SDOs.
4. For information, guidance and compliance.

Digitally signed by ESTELA P.  
LEON-CARINO EdD, CESO III  
Date: 2025.06.27 08:47:12 +08'00'

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

ASD/PS/msc  
DM-OUHROD-2025-1641



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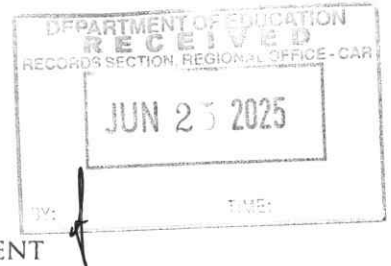


Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



### MEMORANDUM

DM-OUHROD-2025-1641

FOR : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**

ATTENTION : **OFFICE OF THE ASSISTANT SCHOOLS DIVISION**  
**SUPERINTENDENT**

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

SUBJECT : **TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS**  
**NOS. 002 AND 005, s. 2024**

DATE : 25 June 2025

This Office issues the **Teacher Workload Policy Toolkit** in support of the effective implementation of DepEd Order No. 002, s. 2024, *Removal of Administrative Tasks from Teachers*, and DepEd Order No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*.

This **policy toolkit** is intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation. It includes step-by-step guides, sample templates, frequently asked questions, and illustrative scenarios to support implementation. Further, the toolkit also provides for a **Teaching Load Simulator** for Pilot Schools implementing the **Strengthened SHS Curriculum**.

The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>. Likewise, the **Teaching Load Simulator** for **Strengthened SHS Curriculum** may be accessed at: [tinyurl.com/SSHSSimulator](https://tinyurl.com/SSHSSimulator).

The **Office of the Assistant Schools Division Superintendent** is requested to ensure the widest dissemination of this toolkit to all public elementary and secondary schools within their respective Schools Division Offices (SDOs).

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your appropriate action.

cc: *Office of the Secretary*