



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 29 2025

**NOTICE OF MEETING**

July 29, 2025

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
All Public Schools District Supervisors  
Administrative Officer V  
Accountant III  
Budget Officer  
Administrative Officer IV, HRMO  
President, MPSHA Muntinlupa Chapter  
President, PESPA Muntinlupa Chapter  
Administrative Officer II, Division Personnel

FROM :   
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DATE/TIME : July 31, 2025  
8:30 – 12:00 a.m

VENUE : 4<sup>th</sup> Floor Conference Room

AGENDA : Discussion on DepEd Order No. 005, s. 2024  
“Rationalization of Teachers’ Workload in Public Schools  
and Payment of Teaching Overload” and DepEd  
Memorandum No. 053, s. 2024 “Implementation Guidelines  
for DepEd Order No. 005, s. 2024”.

NOM-2025-087

087



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

X11-JULY-2025-0904  
07-409



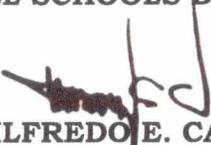
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-1878**

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

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

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

DATE : July 10, 2025

In accordance with DepEd Order (DO) No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to process the **payment of Teaching Overload** to eligible teachers for the **Second Quarter of Fiscal Year (FY) 2025 (April to June 2025)**.

To ensure the timely processing of payments, all SDOs are instructed to strictly adhere to the procedures outlined in DepEd Memorandum No. 053, s. 2024, *Implementation Guidelines for DepEd Order No. 005, s. 2024*. Furthermore, the **SDO Finance Unit and Administrative Unit (Personnel Section)** must jointly establish and effectively communicate clear submission deadlines to enable all schools within their jurisdiction to submit the required documents on time.

Please be reminded that the allocation for Teaching Overload is lodged under the Administration of Personnel Benefits (APB) budget line item of the ROs. In this regard, all ROs are advised to ensure the prompt availability and release of funds to the SDOs within their jurisdiction. Kindly refer to the attached **Annex A** for the Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of the end of the First Quarter, FY 2025.

Following the disbursement of Teaching Overload, all ROs are required to submit their **consolidated Utilization Reports on Teaching Overload Pay** for the Second Quarter of FY 2025 to BHROD-SED via email at **bhrod.sed@deped.gov.ph** on or before **August 31, 2025**, using the following formats:



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

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 3



1. Scanned copy of the RO Utilization Report, duly signed by the Regional Directors (RDs); and
2. 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](http://bit.ly/TeacherWorkload_ToolsandProcedure), located at Folder III, entitled FORMS.

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.

**Copy furnished:**

Office of the Secretary  
Office of the Undersecretary for Finance



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**Annex A: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of end of 1<sup>st</sup> Quarter, FY 2025**

Region	As of Q1, FY 2025		
	Adjusted Allotment	Obligation	Disbursement
Central Office	-	-	-
CAR	11,799,698	333,697.58	333,697.58
NCR	22,097,293	49,865.10	49,865.10
Region I	12,704,554	14,554.40	-
Region II	17,912,000	-	-
Region III	43,235,500	24,500.00	24,500.00
Region IV-A	64,420,000	-	-
Region IV-B	24,481,000	-	-
Region V	25,728,200	16,200.00	16,200.00
Region VI	27,701,000	-	-
Region VII	47,591,000	9,120,558.21	9,120,558.21
Region VIII	36,721,000	5,000.00	5,000.00
Region IX	30,612,000	-	-
Region X	36,449,066	18,066.04	18,066.04
Region XI	31,137,000	-	-
Region XII	24,595,000	-	-
Region XIII	26,250,000	-	-
<b>GRAND TOTAL</b>	<b>483,434,311.95</b>	<b>9,582,441.33</b>	<b>9,567,886.93</b>

Source: DepEd Finance Service



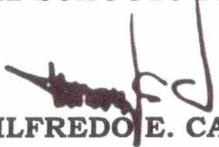
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