



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

Office of the Schools Division
Superintendent

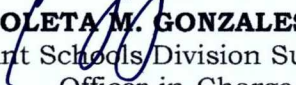
JUL 11 2026

MEMORANDUM
No. 254, s. 2026

ONLINE ORIENTATION ON THE IMPLEMENTATION GUIDELINES FOR THE RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD FOR SCHOOLS DIVISION OFFICE OF MUNTINLUPA

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Pursuant to DepEd Memorandum No. 053, s. 2024, titled, "Implementation Guidelines for DepEd Order No. 005, s. 2024, (Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload)", the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to the issuance of the Memorandum supporting the Department of Education's initiative to cultivate a more conducive work environment by streamlining teachers' day-to-day tasks, this Office announces the conduct of an online orientation on the Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload," for all of the following personnel. Please see the enclosure for details
3. Attached are the following enclosures:
 - Enclosure 1: Schedule of Online Meeting
 - Enclosure 2: List of Participants
 - Enclosure 3: Program Management Team
 - Enclosure 4: Program Matrix
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated.

Reference: DO 005, S. 2024
DO 053, S. 2024

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

SRHB/DM- ONLINE ORIENTATION ON THE IMPLEMENTATION GUIDELINES FOR THE RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD FOR SCHOOLS DIVISION OFFICE OF MUNTINLUPA ___/June 8, 2026

254

NUM-2026254



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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Enclosure 1

SCHEDULE OF ONLINE MEETING

Online Orientation on the Implementation Guidelines for DepEd Order No. 005, s. 2024, (Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload)	June 19, 2026 9:00 a.m - 12:00 p.m	Accountant III Budget Officer Administrative Officer V Public Schools District Supervisor	Microsoft Teams: The link will be sent through the respective group chat.
	June 26, 2026 9:00 a.m - 12:00 p.m	All School Head/OIC-School Head Head Teachers All School Administrative Officer and HR-in-Charge	



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Enclosure 2

LIST OF PARTICIPANTS
June 19, 2026, 9:30 A.M

No.	NAME AND POSITION
1	MS. NOEMI A. VALDEZ Administrative Officer V
	MS. KARINA E. MEDINA Accountant III
	MS. VIRMA A. AMISTOSO Administrative Officer V-Budget Officer
	Public Schools District Supervisor:
	DR. EVANGELINE M. AMAN
	MS. CLARISA C. AVILA
	DR. MA. THERESA C. DELA ROSA
	DR. MA. MYRA E. NAMIT
	DR. YALEDEGLER C. MALIGAYA
	DR. JAIME G. BAUTISTA
	DR. ERIC F. FUNGO
MS. ADA TRINIDAD A. TAGLE	
DR. JHEMSON C. ELIS	
DR. MENIANO D. EBORA	

LIST OF PARTICIPANTS
June 26, 2026, 9:30 A.M

NO.	SCHOOL PRINCIPAL	SCHOOL
1	DR. SHELLA C. NAVARRO	MUNTINLUPA ELEMENTARY SCHOOL
2	MS. JOCELYN A. MORALES	BAYANAN ELEMENTARY SCHOOL
3	MS. MARIA HAZEL B. HERNANDEZ	ITAAS ELEMENTARY SCHOOL
4	DR. JENNIFER S. JOSON	POBLACION ELEMENTARY SCHOOL
5	MR. HILARIO O. CANASA	PUTATAN ELEMENTARY SCHOOL
6	MS. OLIVIA G. ELLOSO	TUNASAN ELEMENTARY SCHOOL
7	MR. REYNALDO O. COMISARIO	VICTORIA HOMES ELEMENTARY SCHOOL
8	DR. ANTONIO C. GAGALA	SOLDIERS HILLS ELEMENTARY SCHOOL
9	MRS. HAYDEE F. GUCOR	F. DE MESA ELEMENTARY SCHOOL
10	DR. RAUL T. FELIX	ALABANG ELEMENTARY SCHOOL



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NO.	SCHOOL PRINCIPAL	SCHOOL
11	MS. ZYRA A. TRIMIDAL	FILINVEST ALABANG ELEMENTARY SCHOOL
12	MR. ARSENIO S. MEDENILLA	BAGONG SILANG ELEMENTARY SCHOOL
13	DR. JANE MAY C. VALBUENA	BAYANAN ELEMENTARY SCHOOL UNIT 1
14	MS. MARIE ANN C. ESMERIA	BULI ELEMENTARY SCHOOL
15	MS. ALMA O. BITUIN	CUPANG ELEMENTARY SCHOOL MAIN
16	MS. MARICEL G. LUMIO	CUPANG ELEMENTARY SCHOOL ANNEX
17	MR. EDIZER S. LAQUEO	SUCAT ELEMENTARY SCHOOL MAIN
18	MS. MARY JANE S. DALUGDUG	SITIO PAGKAKAISA ANNEX ZONE 3 & 4
19	DR. ROSENDO E. SANGALANG	MUNTINLUPA NATIONAL HS
20	REYNANTE H. ESPELETA	POBLACION NATIONAL HS
21	DR. ADOR B. QUERUBIN	MUNTINLUPA SCIENCE HS
22	MR. JASON B. ALBARO	CUPANG SENIOR HS
23	MR. JAYBOY E. EVANO	SUCAT SHS
24	MS. VILMA S. VILORIA	TUNASAN NATIONAL HS
25	DR. ANTONIO B. ROCHA	PEDRO E. DIAZ HS
26	DR. LOUIE M. VALDEZ	MUNTINLUPA BUSINESS HS MAIN
27	MS. JINKY C. SANTOS	MUNTINLUPA BUSINESS HS ANNEX
28	MR. FELIPE W. MARAPAO JR.	LAKEVIEW INTEGRATED SCHOOL
29	MS. MARISSA M. ANDANZA	ALTERNATIVE LEARNING CENTER



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NO.	HEAD TEACHERS
1	NELIA GREGORIO
2	MONTOJO, EDWARD ROLLON
3	OLAIRA, DAIFE CANLAS
4	RAZOTE, MARIJO BLANCADA
5	OZARAGA, EMELDA ALMINE
6	SALIVIO, MARLYN ESTORNINOS
7	CHAVEZ, EVELYN PINEDA
8	ARAJA, MARIA ELENA BONETE
9	CALAPANO, MELESA LEDESMA
10	BOLAÑOS, CRIZALDY GUEMO
11	MENDOZA, DOROTHY ACUNA
12	CABANTING JR, ROGELIO MORALES JR.
13	AMBROCIO, EMELY VALLEJOS
14	GRAGEDA, SHARON ERIPOL
15	IÑOSA, EVA ADAN
16	ABALOS, EDWIN LADAN
17	LUNAR, MAYGLEEN LIBUIT
18	DOLLETON, ROXANNE BARRETTO
19	NOBLETA, HERNAN DE GUZMAN
20	CALIPAYAN, MARSHA LIZA MASAMAYOR
21	BUÑALES, MARK ANTHONY GUIAL
22	ANDRESIO, MARILYN COROÑA
23	VIVAR, RYAN GILBUENA



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No.	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Eleme School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza T. Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Hills Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	July Macaraeg	Administrative Officer II	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elementary School Zone 3 & 4
17	Lolita D. Corpuz	Administrative Assistant III	Muntinlupa National High School - JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National High School - SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Arianne Mae Ramirez	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Assistant II	Muntinlupa Business High School Main
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business High School - Annex
25	Myrna D. Ibañez	Administrative Officer II	Pedro E. Diaz High School
26	Grace L. Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Thelma S. Medina	Administrative Officer II	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assistant II	Sucat Senior High School
29	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School



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Enclosure 3

PROGRAM MANAGEMENT TEAM

No.	Name	Designation
1	DR. LILIA A. RICERO Assistant Schools Division Superintendent	Chairperson
2	DR. FLORANTE C. MARMETO Chief Education Supervisor Curriculum Implementation Division MS. MA. REGAELE A. OLARTE Education Program Supervisor Chief Education Supervisor, SGOD MS. ANGELA M. FRANCISCO Administrative Officer IV-HRMO	Member
3	SHIELA ROSE H. BACHOCO LIOBA D. IBATUAN	TWG



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Enclosure 4

ORIENTATION TRAINING MATRIX

June 19 & 26, 2026		
TIME	ACTIVITY	PERSON-IN-CHARGE
8:30 a.m – 9:00 a.m	Acceptance of Participants: Microsoft Teams	TWG Ms. Shiela Rose H. Bachoco Administrative Officer II Ms. Lioba D. Ibatuan Administrative Aide VI
9:01 a.m – 9:30 a.m	Opening Program National Anthem Prayer	AVP
	Welcome Remarks and Inspirational Message	DR. LILIA A. RICERO Assistant Schools Division Superintendent
9:31 a.m – 11:45 p.m	Discussion Video Material from Central Office	TWG
11:46 a.m – 12:00 p.m	Frequently Asked Questions (FAQ's)	ANGELA M. FRANCISCO Administrative Officer IV HRMO