

Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM No. 108, s. 2025

TO

Schools Division Superintendents

FROM

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations

SUBJECT

SUBMISSION OF FY 2024 TEACHING OVERLOAD PAY

BUDGET UTILIZATION REPORT

DATE

February 3, 2025

- 1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0204 dated January 20, 2025, relative to the above captioned Budget Utilization Report, for information and guidance of all concerned.
- 2. In this connection, quick guide and template to accomplish can be downloaded at bit.ly/TeacherWorkload_ToolsandProcedure.
- 3. For immediate dissemination and compliance.





Address: 6 Misamis St., Bago Bantay, Quezon City Email address: ncr@deped.gov.ph Website: depedncr.com.ph





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-0204

TO

: REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

ALL OTHERS CONCERNED

FROM

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development

SUBJECT

SUBMISSION OF FY 2024 TEACHING OVERLOAD PAY BUDGET

UTILIZATION REPORT

DATE

: 20 January 2025

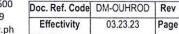
In accordance with **DepEd Order (DO) No. 005, s. 2024** "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload" and **DepEd Memorandum (DM) No. 053, s. 2024** "Implementation Guidelines for DepEd Order No. 005, s. 2024," the **Regional Offices are required to submit their respective Teaching Overload Pay Budget Utilization Reports for FY 2024.**

Pursuant to DM No. 053, s. 2024, the following shall be observed by the field offices:

| SDO Finance Unit & SDO Admin Unit (Personnel) | RO Finance Division & RO Admin Division (Personnel) |
|---|--|
| Prepare the budget utilization report for submission to the RO providing the following details: | a. Consolidate the budget utilization reports from SDOs for submission to the Central Office. |
| ✓ Number of teachers with Teaching Overload Pay; ✓ Total Teaching Overload Hours; ✓ Estimated amount to be paid or the equivalent teaching overload pay; ✓ Actual Teaching Overload Pay granted to teachers; and ✓ In cases of conversion to VSC due to insufficient funds, the number of earned VSC granted to teachers. | b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD. |









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b. The SDS shall approve the report for submission to the Regional Office through the RO-Admin Division (Personnel).

The templates for the RO and SDO Utilization Report, including a quick guide on how to accomplish each template, are available for download at bit.ly/TeacherWorkload_ToolsandProcedure.

Kindly submit the consolidated reports in the required formats as indicated below to BHROD-SED on or before **February 14, 2025 (Friday)** through email address at bhrod.sed@deped.gov.ph:

- a. Scanned copy of the RO Utilization report duly signed by the respective Regional Director; and
- b. Editable Excel File (not necessarily signed) of the RO Utilization report.

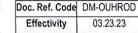
For further questions, please contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

Copy furnished:

OFFICE OF THE SECRETARY Department of Education









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