



FTAD



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

May 28, 2024

**REGIONAL MEMORANDUM**

No. 535, s. 2024

**To: Schools Division Superintendents  
RO Personnel  
All Others Concerned**

**IMPLEMENTATION OF DEPED ORDER NO. 5, s, 2024 – RATIONALIZATION  
OF TEACHERS’ WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF  
TEACHING OVERLOAD**

1. In adherence to DepEd Order No. 005, s. 2024 titled Rationalization of Teachers’ Overload in Public Schools and Payment of Teaching Overload, the DepEd National Capital Region, through the Field Technical Assistance Division (FTAD), shall conduct the activities outlined in detail in Enclosure No. 1.
2. The activity aims to
  - a. discuss the key provisions of DepEd Order No. 005, s. 2024;
  - b. provide direction on the implementation strategies particularly on the duties and responsibilities of the Schools Division Offices; and
  - c. clarify common concerns and solicit feedback.
3. The list of participants, resource persons/facilitators, and the technical working group (TWG) and other details are in Enclosure No. 1. All concerned are required to fill-up the pre-registration through this link: <https://bit.ly/3WZ4Txl>.
4. Transportation and food expenses of the participants, regional/division monitors, TWG, and other personnel, shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For clarifications and concerns, please contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through [jingle.lim@deped.gov.ph](mailto:jingle.lim@deped.gov.ph) or Ms. Elsa P. Mariano, Administrative Officer V, ASD-Personnel Section through [elsa.mariano@deped.gov.ph](mailto:elsa.mariano@deped.gov.ph).
6. For information and compliance.

**JOCELYN DR ANDAYA**  
Director IV




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**Enclosure No. 1: Schedule of Activities, Participants/ Resource Person/  
Regional or Division Monitors/Other Personnel**

Date / Time/ Venue/	Activities	Participants/Resource Persons/ Regional or Division Monitors/ Other Personnel
<p><b>Juni 7, 2024</b></p> <p><b>MS Teams link:</b></p> <p><a href="https://bit.ly/4bRRxY2">https://bit.ly/4bRRxY2</a></p> <p><b>9:00 AM – 12:00 PM</b></p> 	<p><b>Online Orientation on DepEd Order No. 5, s. 2024 - Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload</b></p>	<ul style="list-style-type: none"> <li>• <b>SDO</b> <ul style="list-style-type: none"> <li>○ SGOD - <b>5 representatives</b></li> <li>○ Administrative Unit – Personnel Section – <b>3 representatives</b></li> <li>○ Finance Unit – <b>2 representatives</b></li> </ul> </li> <li>• <b>RO</b> <ul style="list-style-type: none"> <li>○ Roger R. Morillos</li> <li>○ Atty. Joylyn P. Dulnuan</li> <li>○ Elsa P. Mariano</li> <li>○ Jingle A. Lim</li> <li>○ Herbert D. Vertucio</li> <li>○ Richard T. Catain</li> <li>○ RFTAT Team Leaders &amp; Members</li> <li>○ Other concerned personnel</li> </ul> </li> </ul>
<p><b>June 3 to July 31, 2024</b></p> <p><i>Exact date - to be announced upon the submission of SDO Implementation Plan.</i></p> <p><i>(Hyflex Modality)</i></p> <p><b>8:00AM-5:00PM</b></p>	<p><b>Regionwide Monitoring on the SDO Implementation of DO No. 5, s. 2024</b></p>	<p><b>SDO</b></p> <ul style="list-style-type: none"> <li>○ Division Field Technical Assistance Team (DFTAT) – comprises of the following: <ul style="list-style-type: none"> <li>• SGOD personnel</li> <li>• Administrative Unit-Personnel representatives</li> <li>• Finance Unit personnel</li> <li>• Other concerned personnel</li> </ul> </li> </ul> <p><b>RO</b></p> <ul style="list-style-type: none"> <li>○ Roger R. Morillos</li> <li>○ Atty. Joylyn P. Dulnuan</li> <li>○ Elsa P. Mariano</li> <li>○ Jingle A. Lim</li> <li>○ Herbert D. Vertucio</li> <li>○ Richard T. Catain</li> <li>○ RFTAT Team Leaders &amp; Members</li> <li>○ Other concerned personnel</li> </ul>
<p><b>June to December, 2024</b></p> <p><i>Exact date - to be announced upon the</i></p>	<p><b>Quarterly Meeting with the SDO Personnel for the Updates on DO No. 5</b></p>	<p><b>SDO</b></p> <ul style="list-style-type: none"> <li>○ SGOD - <b>5 representatives</b></li> <li>○ Administrative Unit – Personnel Section – <b>3 representatives</b></li> </ul>



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<p>submission of SDO Implementation Plan</p> <p>(Hyflex Modality)</p> <p>8:00AM-5:00PM</p>		<ul style="list-style-type: none"> <li>○ Finance Unit – <b>2 representatives</b></li> <li>○ Other concerned personnel</li> </ul> <p><b>RO</b></p> <ul style="list-style-type: none"> <li>○ Roger R. Morillos</li> <li>○ Atty. Joylyn P. Dulnuan</li> <li>○ Elsa P. Mariano</li> <li>○ Jingle A. Lim</li> <li>○ Herbert D. Vertucio</li> <li>○ Richard T. Catain</li> <li>○ RFTAT Team Leaders &amp; Members</li> <li>○ Other concerned personnel</li> </ul>
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**EXECUTIVE / OVERSIGHT COMMITTEE & TECHNICAL WORKING GROUP**

**EXECUTIVE COMMITTEE**

- Consultant : **JOCELYN DR ANDAYA**  
Director IV
- Co-Consultant : **CRISTITO A. ECO**  
Assistant Regional Director

**OVERSIGHT COMMITTEE & TWG**

- Chairperson : **ROGER R. MORALLOS**  
Chief Education Supervisor, FTAD
- ATTY. JOYLYN P. DULNUAN**  
Chief Administrative Officer, ASD
- Co-Chairperson : **JINGLE A. LIM**  
Education Program Supervisor, FTAD
- ELSA P. MARIANO**  
Administrative Officer V, ASD-Personnel Unit
- Members : **MARIA LAARNI CARLA C. PARANIS**  
Education Program Supervisor, FTAD
- RICHARD T. CATAIN**  
Education Program Supervisor, QAD
- HERBERT D. VERTUCIO**  
Education Program Supervisor, PPRD

**RFTAT TEAM LEADERS & MEMBERS**



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**MELODY N. JOLO**  
Administrative Aide VI, FTAD



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