

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

June 3, 2024

REGIONAL MEMORANDUM

No. 545, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024,
 RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND
 PAYMENT OF TEACHING OVERLOAD**

1. This has reference to the attached **Memorandum DM-OUHROD-2024-1045** dated May 31, 2024 from Hon. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, relative to the above-captioned activity.
2. Particular attention is invited to paragraphs 1, 2, 3, 4, and 5, including the attachments of the said Memorandum
3. For clarifications and other concerns, kindly contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division (FTAD) through email at jingle.lim@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
 Director IV



Address: 6 Misamis St. Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <https://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1045

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024,
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS
AND PAYMENT OF TEACHING OVERLOAD

DATE : May 31, 2024

The Department of Education (DepEd) issued DepEd Order No. 005, s. 2024 or the *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*. This policy aims to cultivate a more conducive work environment by streamlining the teachers' day-to-day tasks, setting their official working hours, and providing guidelines for the payment of teaching overload.

In view of the above, the Human Resource and Organizational Development (HROD) Strand, through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct a policy orientation on the abovementioned DepEd Order **on June 17-21, 2024, at the Diamond Hotel, Cebu City.**

This activity aims to discuss and provide direction on the cascading of the policy's salient features, including the duties and responsibilities of the field offices, and to clarify common concerns and solicit feedback.

For administrative matters, please take note of the following:

1. Board and Lodging expenses of the participants shall be charged against **ATC No.: 2024-CO-00486** with activity code: **AC-24-BHROD-SED-GASS-024**. Kindly, refer to the table below for meals and lodging.

Note: Due to limited funding, the said program **cannot accommodate** special requests for early and extended board and lodging.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 5



Day	Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Batch 1							
0	June 17				✓	✓	✓
1	June 18	✓	✓	✓	✓	✓	✓
2	June 19	✓	✓	✓			
Batch 2							
0	June 19				✓	✓	✓
1	June 20	✓	✓	✓	✓	✓	✓
2	June 21	✓	✓	✓			

2. Hotel **check-in time** is at 2:00 PM, while **check-out** is at 12:00 NN.
3. Travel Expenses of the participants shall be charged against their respective local funds subject to the usual government accounting and auditing rules and regulations.
4. To confirm participant's attendance, kindly access this link: <https://bit.ly/DO5Orientation-Field> on or before **June 07, 2024**.

The following are also attached for your reference:

- Annex A: List of Expected Participants
- Annex B: Indicative Program of Activities

For concerns or queries, please contact **Mr. Medel Zarsuelo Jr.** or **Ms. Melanie Villareal** of the BHRD-SED through this landline number **(02) 8633-5397** or email at **bhrod.sed@deped.gov.ph**.

For your appropriate action.

LIST OF EXPECTED PARTICIPANTS**Attendees**

- DepEd Central Office Program Management Team
- One (1) representative from the Field Technical Assistance Division (FTAD)
- One (1) Assistant Schools Division Superintendent (ASDS), or any authorized representative

BATCH 1: June 17-19, 2024		
Region	SDO Participant	RO Participant
I	14	1
II	9	1
IV-A	23	1
IV-B	7	1
VI	21	1
X	14	1
XII	8	1
CARAGA	12	1

BATCH 2: June 19-21, 2024		
Region	SDO Participant	RO Participant
III	21	1
V	13	1
VII	20	1
VIII	13	1
IX	8	1
XI	11	1
CAR	8	1
NCR	16	1

DepEd Central Office Program Management Team

OFFICE/BUREAU/DIVISION	No. of Participant
Office of the Undersecretary for Human Resource and Organizational Development	1
Bureau of Human Resource and Organizational Development (BHROD) - Office of the Director	1
BHROD - School Effectiveness Division	6
BHROD - Personnel Division	1
Public Affairs Service	1

Annex B

**INDICATIVE PROGRAM OF ACTIVITIES
BATCH 1: June 17-19, 2024**

Day 0 (June 17, 2024, Monday) – Arrival / Check-in (2:00 PM onwards)		
Day 1 (June 18, 2024, Tuesday)		
Start	End	Activity
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	Session 1: Context Setting
10:00 AM	10:30 AM	Session 2: Key Provisions of DepEd Order No. 002, s. 2024
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers a. Teacher Work Hours b. Redefining Teacher Workload • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> Session 2: Key Provisions of DepEd Order No. 005, s. 2024
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	Session 1 and 2 Processing/Open Discussion
3:00 PM	4:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits a. Payment of Teaching Overload • Key Parameters • Formula • Process Flow • Templates
4:00 PM	5:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits b. Grant of VSC • Key Parameters • Process Flow • Templates
5:00 PM		Day 1 Closing and Reminders for Day 2
Day 2 (June 19, 2024, Wednesday)		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	Session 4: Implementation Strategies a. CO-RO-SDO-School Strategy b. Roles and Responsibilities a. eSF7 Process Flow
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	Session 5: Field Implementation Plan a. Updates on the Regional Implementation Plan b. Discussion on Division Implementation Plan
10:30 AM	11:15 AM	Session 6: Processing and Ways Forward
11:15 AM	11:30 AM	Closing Program
11:30 AM - onwards		Lunch & Check-out

BATCH 2: June 19-21, 2024

Day 0 (June 19, 2024, Wednesday) – Arrival / Check-in (2:00 PM onwards)		
Day 1 (June 20, 2024, Thursday)		
Start	End	Activity
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	Session 1: Context Setting
10:00 AM	10:30 AM	Session 2: Key Provisions of DepEd Order No. 002, s. 2024
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers <ul style="list-style-type: none"> a. Teacher Work Hours b. Redefining Teacher Workload <ul style="list-style-type: none"> • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> Session 2: Key Provisions of DepEd Order No. 005, s. 2024
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	Session 1 and 2 Processing/Open Discussion
3:00 PM	4:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits <ul style="list-style-type: none"> a. Payment of Teaching Overload <ul style="list-style-type: none"> • Key Parameters • Formula • Process Flow • Templates
4:00 PM	5:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits <ul style="list-style-type: none"> b. Grant of VSC <ul style="list-style-type: none"> • Key Parameters • Process Flow • Templates
5:00 PM		Day 1 Closing and Reminders for Day 2
Day 2 (June 21, 2024, Friday)		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	Session 4: Implementation Strategies <ul style="list-style-type: none"> a. CO-RO-SDO-School Strategy b. Roles and Responsibilities c. eSF7 Process Flow
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	Session 5: Field Implementation Plan <ul style="list-style-type: none"> a. Updates on the Regional Implementation Plan b. Discussion on Division Implementation Plan
10:30 AM	11:15 AM	Session 6: Processing and Ways Forward
11:15 AM	11:30 AM	Closing Program
11:30 AM - onwards		Lunch & Check-out