




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)
a. Prepare the budget utilization report for submission to the RO providing the following details: <ul style="list-style-type: none"> ✓ 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. 	a. Consolidate the budget utilization reports from SDOs for submission to the Central Office. b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD.



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