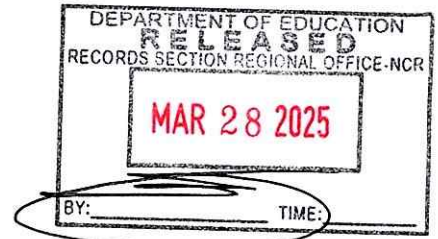





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 317, s.2015

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS of  
Las Piñas City and Marikina City**

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** **Consultative Workshop on the Overtime Pay for  
Teachers**

**DATE :** March 26, 2025

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0792 dated March 24, 2025 of Undersecretary Wilfredo E. Cabral, relative to the conduct of the above mentioned activity on April 1-4, 2024 at Ecotech, Cebu City, for information and appropriate action.
2. In this connection, it is requested that one (1) representative from your respective SDOs, be authorized to participate on the said activity.
3. Travelling and other incidental expenses shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.
4. For immediate dissemination.



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)





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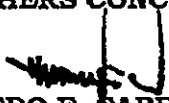
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2025- 0792**

**TO :** REGIONAL DIRECTORS  
ALL OTHERS CONCERNED

**FROM :**   
WILFREDO E. CABRAL  
*Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** CONSULTATIVE WORKSHOP ON THE OVERTIME PAY FOR  
TEACHERS

**DATE :** 24 March 2025

Pursuant to Section 14 of the Republic Act (RA) No. 4670 otherwise known as the *Magna Carta for Public School Teachers* provides that any other activities outside of what is defined as normal duties of teachers and in the case of other teachers or school officials not engaged in actual classroom instruction, any work performed in excess of eight hours a day shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

Given this, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) will develop a policy on the Overtime Pay for Teachers to provide clear and updated compensation for teaching personnel for services performed beyond the prescribed working hours.

In this regard, may we request for **two (2) representatives** from each region, coming from the regional, schools division and/or schools to attend the said activity on **April 1-4, 2025** to be held at **Ecotech Cebu, Cebu City**. The program of activities and list of participants are attached for ready reference.

Participants are requested to register at <https://bit.ly/RegForm-OT-Services-Teachers> to confirm their attendance on or before **28 March 2025**.

Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Participants are advised to bring their own laptops and extension cords. The first meal provision is afternoon snack on April 01, 2025, and the last meal will be lunch on April 04, 2025.

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras of BHROD-PD through phone number, (02) 8633-9345 or email at [reina.comabras@deped.gov.ph](mailto:reina.comabras@deped.gov.ph).

For information and guidance.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



## Annex A. Program

### Day 0 (April 01, 2025)

Time	Activity
12:00 – 3:00 PM	Travel Time
3:00 – 5:00 PM	Arrival, Registration, and Check-in

### Day 1 (April 02, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:00 – 8:30 AM	Opening Program - National Anthem - Prayer - Opening Remarks
8:30 – 12:00 PM	Target Setting
12:00 – 1:00 PM	Lunch
1:00 – 2:15 PM	Writeshop
2:15 – 2:30 PM	Short Break
2:30 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

### Day 2 (April 03, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Writeshop
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Continuation of Writeshop
12:00 – 1:00 PM	Lunch
1:00 – 2:00 PM	Presentation of Outputs
2:00 – 2:15 PM	Short Break
2:15 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

### Day 3 (April 04, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Presentation of Outputs
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Set indicative activities/timelines re: OT Pay for Teachers Policy
12:00 – 1:00 PM	Egress/Check-out/Lunch
1:00 PM	Departure

**Annex B. List of Participants**

<b>Regional Office</b>	<b>Number of Representative</b>
Region I	2
Region II	2
Region III	2
Region IV-A	2
Region IV-B	2
Region V	2
Region VI	2
Region VII	2
Region VIII	2
Region IX	2
Region X	2
Region XI	2
Region XII	2
CARAGA	2
NCR	2
CAR	2
<b>Total</b>	<b>32</b>

<b>Central Office</b>	<b>Representative</b>
BHROD	Mario M. Bermudez, Director III
BHROD-SED	Dexter N. Pante, PDO V or representative
BHROD-PD	Albert Jerome C. Andres, CAO
	Michelle Ann A. Cruz, SAO
	Reina Joy S. Comabras, AO IV
	Joseph Martin C. Riofrio, AO II
	Mitzi P. Bituin, AO II
	Jam Sheena J. Sy, AO II