



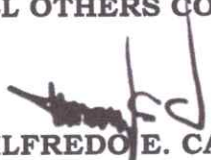
Republika ng Pilipinas
Department of Education

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)
<p>a. Prepare the budget utilization report for submission to the RO providing the following details:</p> <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.	<p>a. Consolidate the budget utilization reports from SDOs for submission to the Central Office.</p> <p>b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD.</p> <p>JAN 27 2025</p>

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.

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Department of Education