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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 31, 2025

REGIONAL MEMORANDUM

No. **908** s. 2025

SUBMISSION OF UTILIZATION REPORT ON TEACHING OVERLOAD FOR THE SECOND QUARTER OF THE FISCAL YEAR (FY) 2025

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1878 dated July 10, 2025 with the subject: Reminder on the Processing of Payment for, and Submission of Utilization Report on, Teaching Overload for the Second Quarter of the Fiscal Year (FY) 2025 with Reference to DepEd Order NO. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024.

2. The Schools Division Superintendents through the Finance and Administrative Unit (Personnel Section) shall ensure submission of Teaching Overload Pay Utilization Report using the attached template to the Regional Office through email address: personnel.region8@deped.gov.ph copy furnished eva.rosales002@deped.gov.ph on or before **August 25, 2025**. Electronic copy of the template can be accessed through the link https://bit.ly/TeacherWorkload_ToolsandProcedure.

3. Immediate dissemination of and strict compliance with this Memorandum are desired.



FR
EVELYN R. FETALVERO, CESO III
Regional Director *FR*

Enclosure: As stated *FR*

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

OVERLOAD

PAYMENT

REPORT

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



Teaching Overload Pay Budget Utilization Report

Month-Month, FY _____

Region: _____
 Division: _____

Region (a)	Division (b)	District (c)	School ID (d)	School Name (e)	Number of Teachers with Teaching Overload (f)	Total Teaching Overload Hours Quarter X			Total Teaching Overload Hours for the Quarter (j) (g+h+i)	Estimated Teaching Overload Pay (k)	Compensation	
						Month 1 (g)	Month 2 (h)	Month 3 (i)			Actual Teaching Overload Pay (amount due in Peso) (l)	Vacation Service Credits (VSC granted) (m)

Prepared by:

Name
 Position
 Office
 SDO

Approved by:

Name
 Position
 SDO



OFFICE OF THE DIRECTOR III
Date and Time Received: 7/24/25
Signature: [Handwritten Signature]

Department of Education Region VIII <region8@deped.gov.ph>

DEPARTMENT OF EDUCATION
RECEIVED
REGIONAL OFFICE VIII
DATE: 7/24/25
TIME: 9:37
TRACKING # [Handwritten]
SIGNATURE: [Handwritten Signature] # 7168

[DM-OUHROD-2025-1878] REMINDER ON THE PROCESSING OF PAYMENT FOR, AND SUBMISSION OF UTILIZATION REPORT ON, TEACHING OVERLOAD FOR THE SECOND QUARTER OF THE FISCAL YEAR (FY) 2025 WITH REFERENCE TO DEPED ORDER NO. 005, S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024

1 message

Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph> Fri, Jul 18, 2025 at 12:33 PM

To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamin Paragas <benjamin.paragas@deped.gov.ph>, Ronnie Mallari <ronnie.mallari@deped.gov.ph>, ALBERTO ESCOBARTE <alberto.escobarte@deped.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@deped.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@deped.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@deped.gov.ph>, EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, RUTH FUENTES <ruth.fuentes@deped.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@deped.gov.ph>, ALLAN FARNAZO <allan.farnazo@deped.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@deped.gov.ph>, Maria Ines Asuncion <mariaines.asuncion@deped.gov.ph>, ESTELA CARINO <estela.carino@deped.gov.ph>, Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>

Cc: "to: Bureau of Human Resource and Organizational Development Office of the Director" <bhrod.od@deped.gov.ph>, Office of the Secretary <rizza.buiza@deped.gov.ph>, MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>, Janzen Alarcio <janzen.alarcio@deped.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@deped.gov.ph>, Rachel Malate <rachel.malate001@deped.gov.ph>, Sharon Ayala <sharon.ayala@deped.gov.ph>, Andrea Lim <andrea.lim002@deped.gov.ph>, Leona Victoria Teves <leona.teves@deped.gov.ph>, Adrian Conti <adrian.conti@deped.gov.ph>, Camille Ann Raposa <camille.raposa@deped.gov.ph>, School Effectiveness Division <bhrod.sed@deped.gov.ph>, Office of the Secretary <osec@deped.gov.ph>, Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>

Dear **Regional Directors and Schools Division Superintendents:**

In accordance with DepEd Order (DO) No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to process the **payment of Teaching Overload** to eligible teachers for the **Second Quarter of Fiscal Year (FY) 2025 (April to June 2025)**.

To ensure the timely processing of payments, all SDOs are instructed to strictly adhere to the procedures outlined in DepEd Memorandum No. 053, s. 2024, *Implementation Guidelines for DepEd Order No. 005, s. 2024*. Furthermore, the **SDO Finance Unit and Administrative Unit (Personnel Section)** must jointly establish and effectively communicate clear submission deadlines to enable all schools within their jurisdiction to submit the required documents on time.

Please be reminded that the allocation for Teaching Overload is lodged under the Administration of Personnel Benefits (APB) budget line item of the ROs. In this regard, all ROs are advised to ensure the prompt availability and release of funds to the SDOs within their jurisdiction. Kindly refer to the attached **Annex A** for the Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of the end of the First Quarter, FY 2025.

Following the disbursement of Teaching Overload, all ROs are required to submit their **consolidated Utilization Reports on Teaching Overload Pay** for the Second Quarter of FY 2025 to BHROD-SED via email at bhrod.sed@deped.gov.ph on or before **August 31, 2025**, using the following formats:

1. Scanned copy of the RO Utilization Report, duly signed by the Regional Directors (RDs); and
2. Editable Excel file (not necessarily signed) of the RO Utilization Report.

The relevant templates to be used are available for download through this link: bit.ly/TeacherWorkload_ToolsandProcedure, located at Folder III, entitled FORMS.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City 1600
www.deped.gov.ph

Please help us in improving our service by answering our survey form: <https://forms.office.com/r/0S5c5wG5sQ>

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DM-OUHROD-2025-1878 FY2025 Utilization Report_Teacher Workload.pdf
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1878

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

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

SUBJECT : **REMINDER ON THE PROCESSING OF PAYMENT FOR, AND
SUBMISSION OF UTILIZATION REPORT ON, TEACHING
OVERLOAD FOR THE SECOND QUARTER OF THE FISCAL
YEAR (FY) 2025 WITH REFERENCE TO DEPED ORDER NO.
005, S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024**

DATE : July 10, 2025

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Following the disbursement of Teaching Overload, all ROs are required to submit their **consolidated Utilization Reports on Teaching Overload Pay** for the Second Quarter of FY 2025 to BHRD-SED via email at **bhrod.sed@deped.gov.ph** on or before **August 31, 2025**, using the following formats:

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Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Finance



Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	2 of 3



Annex A: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of end of 1st Quarter, FY 2025

Region	As of Q1, FY 2025		
	Adjusted Allotment	Obligation	Disbursement
Central Office	-	-	-
CAR	11,799,698	333,697.58	333,697.58
NCR	22,097,293	49,865.10	49,865.10
Region I	12,704,554	14,554.40	-
Region II	17,912,000	-	-
Region III	43,235,500	24,500.00	24,500.00
Region IV-A	64,420,000	-	-
Region IV-B	24,481,000	-	-
Region V	25,728,200	16,200.00	16,200.00
Region VI	27,701,000	-	-
Region VII	47,591,000	9,120,558.21	9,120,558.21
Region VIII	36,721,000	5,000.00	5,000.00
Region IX	30,612,000	-	-
Region X	36,449,066	18,066.04	18,066.04
Region XI	31,137,000	-	-
Region XII	24,595,000	-	-
Region XIII	26,250,000	-	-
GRAND TOTAL	483,434,311.95	9,582,441.33	9,567,886.93

Source: DepEd Finance Service