

1397



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

October 21, 2025

**REGIONAL MEMORANDUM**

No. **1397** s. 2025

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-2859 dated October 6, 2025 with the subject: Reminder on the Processing of Payment and Submission of Utilization Report on Teaching Overload for the Third Quarter of the Fiscal Year (FY) 2025 Pursuant 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](mailto:personnel.region8@deped.gov.ph) copy furnished [eva.rosales002@deped.gov.ph](mailto:eva.rosales002@deped.gov.ph) on or before **November 28, 2025**. Electronic copy of the template can be accessed through the link <https://shorturl.at/imZkH>.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.



**RONEL AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

OVERLOAD

PAYMENT

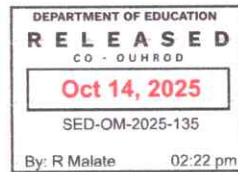
REPORT

AD-PS-EDR



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





SED-OM-2025-135

Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-2859**

FOR : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
E-signed by  
Wilfredo Cabral  
10/14/2025, 2:20:10 PM  
*Undersecretary for Human Resource and  
Organizational Development*

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

DATE : October 06, 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*," all Regional Offices (ROs), Schools Division Offices (SDOs), and School Heads are hereby reminded to **ensure the timely processing and payment of Teaching Overload to eligible teachers**, as well as the **preparation and submission of its corresponding Utilization Reports** for the **Third Quarter of Fiscal Year (FY) 2025 (July to September 2025)**.

To ensure that all eligible teachers are able to **avail of the payment for their teaching overload**, all **School Heads** are directed to **review their respective School Form 7 (SF7)** to identify teachers with teaching overload, verify the accuracy of the indicated teaching load and overload hours, and facilitate the preparation and submission of the necessary documents required for the processing of Teaching Overload Pay to their respective SDOs.

All **SDOs** are likewise instructed to provide **technical assistance** to schools within their jurisdiction in the preparation, validation, and payment of teaching overload. They shall also ensure close coordination between the **SDO Finance Unit and Administrative Unit (Personnel Section)** in reviewing supporting documents, and shall clearly communicate internal deadlines to schools for the efficient processing and consolidation of reports.



The allocation for Teaching Overload remains lodged under the **Administration of Personnel Benefits (APB)** budget line item of the **ROs**. Hence, all ROs are enjoined to ensure the **availability and release of funds** to the SDOs within their jurisdiction.

Following the disbursement of Teaching Overload Pay, all ROs are required to submit their **consolidated Utilization Reports** on Teaching Overload Pay for the Third Quarter of FY 2025 to BHROD-SED via email at **bhrod.sed@deped.gov.ph** on or before **November 28, 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](https://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](mailto: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





Department of Education Region VIII &lt;region8@depd.gov.ph&gt;

**[DM-OUHROD-2025-2859] REMINDER ON THE PROCESSING OF PAYMENT AND SUBMISSION OF UTILIZATION REPORT ON TEACHING OVERLOAD FOR THE THIRD QUARTER OF THE FISCAL YEAR (FY) 2025 PURSUANT 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@depd.gov.ph>

Wed, Oct 15, 2025 at 2:11 PM

To: DepEd Ilocos Region <region1@depd.gov.ph>, DepEd II Cagayan Valley Region <region2@depd.gov.ph>, DepEd III Central Luzon <region3@depd.gov.ph>, DepEd IVA CALABARZON <region4a@depd.gov.ph>, DepEd V BICOL <region5@depd.gov.ph>, DepEd VI Western Visayas <region6@depd.gov.ph>, DepEd VII Central Visayas <region7@depd.gov.ph>, DepEd VIII Eastern Visayas <region8@depd.gov.ph>, DepEd IX Zamboanga Peninsula <region9@depd.gov.ph>, DepEd X Northern Mindanao <region10@depd.gov.ph>, DepEd XI Davao Region <region11@depd.gov.ph>, DepEd XII Soccsargen <region12@depd.gov.ph>, DepEd Region XIII- CARAGA <caraga@depd.gov.ph>, DepEd Cordillera Administrative Region <car@depd.gov.ph>, DepEd NCR <ncr@depd.gov.ph>, "Negros Island Region (NIR)" <nir@depd.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@depd.gov.ph>, Benjamin Paragas <benjamin.paragas@depd.gov.ph>, Ronnie Mallari <ronnie.mallari@depd.gov.ph>, ALBERTO ESCOBARTE <alberto.escobarte@depd.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@depd.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@depd.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@depd.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@depd.gov.ph>, RONELO AL FIRMO <ronelo.firmo@depd.gov.ph>, RUTH FUENTES <ruth.fuentes@depd.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@depd.gov.ph>, ALLAN FARNAZO <allan.farnazo@depd.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@depd.gov.ph>, Maria Ines Asuncion <maria.ines.asuncion@depd.gov.ph>, ESTELA CARINO <estela.carino@depd.gov.ph>, Jocelyn Andaya <jocelyn.andaya005@depd.gov.ph>, "cc: Cristito Eco" <cristito.eco001@depd.gov.ph>

Cc: School Effectiveness Division <bhrod.sed@depd.gov.ph>, Rizza Buiza <rizza.buiza@depd.gov.ph>, Janzen Alarcio <janzen.alarcio@depd.gov.ph>, Andrea Lim <andrea.lim002@depd.gov.ph>, MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@depd.gov.ph>, Adrian Conti <adrian.conti@depd.gov.ph>, Sharon Ayala <sharon.ayala@depd.gov.ph>, Rachel Malate <rachel.malate001@depd.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@depd.gov.ph>, Leona Victoria Teves <leona.teves@depd.gov.ph>, Myrben Paul Baclig <myrben.baclig@depd.gov.ph>, Marck Eric Jhon Esole <marck.esole@depd.gov.ph>

**Dear ALL REGIONAL DIRECTORS, ALL SCHOOLS DIVISION SUPERINTENDENTS, ALL SCHOOL HEADS and ALL OTHERS CONCERNED,**

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," all Regional Offices (ROs), Schools Division Offices (SDOs), and School Heads are hereby reminded to **ensure the timely processing and payment of Teaching Overload to eligible teachers**, as well as the **preparation and submission of its corresponding Utilization Reports** for the **Third Quarter of Fiscal Year (FY) 2025 (July to September 2025)**.

To ensure that all eligible teachers are able to **avail of the payment for their teaching overload**, all **School Heads** are directed to **review their respective School Form 7 (SF7)** to identify teachers with teaching overload, verify the accuracy of the indicated teaching load and overload hours, and facilitate the preparation and submission of the necessary documents required for the processing of Teaching Overload Pay to their respective SDOs.

All **SDOs** are likewise instructed to provide **technical assistance** to schools within their jurisdiction in the preparation, validation, and payment of teaching overload. They shall also ensure close coordination between the **SDO Finance Unit and Administrative Unit (Personnel Section)** in reviewing supporting documents, and shall clearly communicate internal deadlines to schools for the efficient processing and consolidation of reports.

The allocation for Teaching Overload remains lodged under the **Administration of Personnel Benefits (APB)** budget line item of the **ROs**. Hence, all ROs are enjoined to ensure the

DepEd  
10/15/25



**availability and release of funds** to the SDOs within their jurisdiction.

Following the disbursement of Teaching Overload Pay, all ROs are required to submit their **consolidated Utilization Reports** on Teaching Overload Pay for the Third Quarter of FY 2025 to BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) on or before **November 28, 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](https://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](mailto: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](http://www.deped.gov.ph)

Please help us in improving our service by answering our survey form: <https://forms.office.com/r/OS5c5wG5sQ>

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

 **[DM-OUHROD-2025-2859] REMINDER ON THE PROCESSING OF PAYMENT AND SUBMISSION OF UTILIZATION REPORT ON TEACHING OVERLOAD FOR THE TH.**  
449K