



FTAD-RM-2024-375

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

22 May 2024

**Regional Memorandum**  
**No.375 s.2024**

**VIRTUAL ORIENTATION ON THE RATIONALIZATION OF  
TEACHERS' WORKLOAD AND PAYMENT OF  
TEACHING OVERLOAD**

To: **Schools Division Superintendents**  
**Regional Functional Division Chiefs**  
**All Others Concerned**

1. In reference to DepEd Order No. 005, s. 2024<sup>1</sup>, this Office through the Field Technical Assistance Division in collaboration with the Administrative Services Division will conduct a Virtual Orientation on the Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload on May 28, 2024, via Zoom from 9:00 am to 12:00 noon.
2. The activity aims to:
  - a. discuss the salient features of the policy and implementing strategies to be implemented by the Schools Division Offices;
  - b. provide direction on the implementation strategies, particularly on the duties and responsibilities of the Schools Division Offices; and
  - c. clarify common concerns and solicit feedback
3. The participants in this activity are the Regional Functional Division Chiefs, Regional Field Technical Assistance Composite Team (RFTACT) Lead, RFTACT Assistant Team Lead, SGOD Chiefs, Administrative Officer IV (HRMO II), and SDO Budget Officer/Accountant. The meeting link will be sent through email. The attendees are requested to register at <https://tinyurl.com/OrientationDO5> on or before May 27, 2024.

<sup>1</sup> RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT ON TEACHING OVERLOAD




Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
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4. For further details, you may contact the Chief of Field Technical Assistance Division, Michael Girard R. Alba at 09178882731 or via email at [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph).
5. Immediate dissemination and compliance with this Memorandum are highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

04/ROF2

| <b>VIRTUAL ORIENTATION ON THE RATIONALIZATION OF TEACHERS' WORKLOAD AND PAYMENT OF TEACHING OVERLOAD</b> |  |   |
|--|--|---|
| <b>May 28, 2024</b>  |  |   |
| <b>Time</b>  | <b>Topic</b>   | <b>Persons Involved</b>   |
| 8:00 a.m. – 8:15:<br>a.m.  | Registration   | <b>Eugenio S. Adrao</b><br>Education Program Supervisor   |
| 8:15 a.m. – 8:30<br>a.m.   | Preliminaries  | <b>Donna Gel V. Rumbaoa</b><br>Administrative Assistant I   |
| 8:30a.m. – 8:45<br>a.m.  | Introduction of<br>Participants  | <b>Eugenio S. Adrao</b><br>Education Program Supervisor   |
| 8: 45a.m. – 8:50<br>a.m.   | Statement of Purpose /<br>Welcome Remarks  | <b>Michael Girard R. Alba</b><br>Chief Education Supervisor<br>Field Technical Assistance Division  |
| 8:50 a.m. – 9:00<br>a.m.   | Agenda / Program of<br>Activities  | <b>Andrea Mabel E. Abrencillo</b><br>Education Program Supervisor<br>Field Technical Assistance Division  |
| 9:00 a.m. – 9:30<br>a.m.   | Inspirational Messages   | <b>Atty. Alberto T. Escobarte, CESO II</b><br>Regional Director<br><br><b>Loida N. Nidea</b><br>Assistant Regional Director   |
| 9:30 a.m. – 11:00<br>am  | Orientation Proper on the<br>Rationalization of<br>Teachers' Workload and<br>Payment of Teaching<br>Overload | <b>Michael Girard R . Alba</b><br>Chief Education Supervisor -FTAD<br><b>Maria Susana Oliveros</b><br>Administrative Office V<br>Personnel Section<br><b>Andrea Mabel E. Abrencillo</b><br>Education Program Supervisor- FTAD |
| 11:00 am - 12:01<br>pm   | Open Forum   |   |