

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



FTAD-RM-2024-403

6 June 2024

**Regional Memorandum**  
No.403 s.2024

## **REQUEST FOR PARTICIPANTS ON THE POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

To **Schools Division Superintendents**

1. In reference to DM-OUHROD-2024-1045<sup>1</sup>, this Office, through the Field Technical Assistance Division, disseminates the enclosed issuance and requests participants to the aforementioned activity to be held on June 17-19, 2024 to be held at the Diamond Hotel, Cebu City.
2. The activity aims to cultivate a more conducive work environment by streamlining the teachers' day-to-day tasks, setting their official working hours, providing guidelines for the payment of teaching overload, and discussing and providing direction on the cascading of the policy's salient features, including the duties and responsibilities of the field offices, and to clarify common concerns and solicit feedback.
3. The participants in this activity from the Regional Office are one (1) representative from the Field Technical Assistance Division and the Schools Division Office is one (1) Assistant Schools Division Superintendent (ASDS) or any authorized representative.
4. Travel expenses of the participants shall be charged against their respective local funds subject to usual government accounting and auditing rules and regulations.
5. For more information, 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)


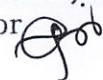
<sup>1</sup> Policy Orientation on the DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload



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6. Immediate dissemination of this Memorandum is desired.

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

04/ROF2



Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-1045

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-In-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024,**  
**RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS**  
**AND PAYMENT OF TEACHING OVERLOAD**

DATE : May 31, 2024

The Department of Education (DepEd) issued DepEd Order No. 005, s. 2024 or the *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*. This policy aims to cultivate a more conducive work environment by streamlining the teachers' day-to-day tasks, setting their official working hours, and providing guidelines for the payment of teaching overload.

In view of the above, the Human Resource and Organizational Development (HROD) Strand, through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct a policy orientation on the abovementioned DepEd Order **on June 17-21, 2024, at the Diamond Hotel, Cebu City.**

This activity aims to discuss and provide direction on the cascading of the policy's salient features, including the duties and responsibilities of the field offices, and to clarify common concerns and solicit feedback.

For administrative matters, please take note of the following:

1. Board and Lodging expenses of the participants shall be charged against **ATC No.: 2024-CO-00486** with activity code: **AC-24-BHROD-SED-GASS-024**. Kindly, refer to the table below for meals and lodging.

**Note:** Due to limited funding, the said program **cannot accommodate** special requests for early and extended board and lodging.



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Website: <https://www.deped.gov.ph>

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Day	Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
<b>Batch 1</b>							
0	June 17				✓	✓	✓
1	June 18	✓	✓	✓	✓	✓	✓
2	June 19	✓	✓	✓			
<b>Batch 2</b>							
0	June 19				✓	✓	✓
1	June 20	✓	✓	✓	✓	✓	✓
2	June 21	✓	✓	✓			

2. Hotel **check-in time** is at 2:00 PM, while **check-out** is at 12:00 NN.
3. Travel Expenses of the participants shall be charged against their respective local funds subject to the usual government accounting and auditing rules and regulations.
4. To confirm participant's attendance, kindly access this link: <https://bit.ly/DO5Orientation-Field> on or before **June 07, 2024**.

The following are also attached for your reference:

- Annex A: List of Expected Participants
- Annex B: Indicative Program of Activities

For concerns or queries, please contact **Mr. Medel Zarsuelo Jr.** or **Ms. Melanie Villareal** of the BHROD-SED through this landline number **(02) 8633-5397** or email at **bhrod.sed@deped.gov.ph**.

For your appropriate action.

**LIST OF EXPECTED PARTICIPANTS****Attendees**

- DepEd Central Office Program Management Team
- One (1) representative from the Field Technical Assistance Division (FTAD)
- One (1) Assistant Schools Division Superintendent (ASDS), or any authorized representative

<b>BATCH 1: June 17-19, 2024</b>		
<b>Region</b>	<b>SDO Participant</b>	<b>RO Participant</b>
I	14	1
II	9	1
IV-A	23	1
IV-B	7	1
VI	21	1
X	14	1
XII	8	1
CARAGA	12	1

<b>BATCH 2: June 19-21, 2024</b>		
<b>Region</b>	<b>SDO Participant</b>	<b>RO Participant</b>
III	21	1
V	13	1
VII	20	1
VIII	13	1
IX	8	1
XI	11	1
CAR	8	1
NCR	16	1

**DepEd Central Office Program Management Team**

<b>OFFICE/BUREAU/DIVISION</b>	<b>No. of Participant</b>
Office of the Undersecretary for Human Resource and Organizational Development	1
Bureau of Human Resource and Organizational Development (BHROD) – Office of the Director	1
BHROD – School Effectiveness Division	6
BHROD – Personnel Division	1
Public Affairs Service	1

## Annex B

**INDICATIVE PROGRAM OF ACTIVITIES  
BATCH 1: June 17-19, 2024**

<b>Day 0 (June 17, 2024, Monday) – Arrival / Check-in (2:00 PM onwards)</b>		
<b>Day 1 (June 18, 2024, Tuesday)</b>		
<b>Start</b>	<b>End</b>	<b>Activity</b>
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	<b>Session 1: Context Setting</b>
10:00 AM	10:30 AM	<b>Session 2: Key Provisions of DepEd Order No. 002, s. 2024</b>
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	<b>Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers</b> <ul style="list-style-type: none"> <li>a. Teacher Work Hours</li> <li>b. Redefining Teacher Workload <ul style="list-style-type: none"> <li>• Teaching Load</li> <li>• Teacher Ancillary Tasks</li> <li>• Teaching-related assignments</li> <li>• Teaching Overload</li> </ul> </li> </ul>
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> <b>Session 2: Key Provisions of DepEd Order No. 005, s. 2024</b>
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	<b>Session 1 and 2 Processing/Open Discussion</b>
3:00 PM	4:00 PM	<b>Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits</b> <ul style="list-style-type: none"> <li>a. Payment of Teaching Overload <ul style="list-style-type: none"> <li>• Key Parameters</li> <li>• Formula</li> <li>• Process Flow</li> <li>• Templates</li> </ul> </li> </ul>
4:00 PM	5:00 PM	<b>Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits</b> <ul style="list-style-type: none"> <li>b. Grant of VSC <ul style="list-style-type: none"> <li>• Key Parameters</li> <li>• Process Flow</li> <li>• Templates</li> </ul> </li> </ul>
5:00 PM		<b>Day 1 Closing and Reminders for Day 2</b>
<b>Day 2 (June 19, 2024, Wednesday)</b>		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	<b>Session 4: Implementation Strategies</b> <ul style="list-style-type: none"> <li>a. CO-RO-SDO-School Strategy</li> <li>b. Roles and Responsibilities</li> <li>a. eSF7 Process Flow</li> </ul>
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	<b>Session 5: Field Implementation Plan</b> <ul style="list-style-type: none"> <li>a. Updates on the Regional Implementation Plan</li> <li>b. Discussion on Division Implementation Plan</li> </ul>
10:30 AM	11:15 AM	<b>Session 6: Processing and Ways Forward</b>
11:15 AM	11:30 AM	<b>Closing Program</b>
11:30 AM - onwards		Lunch & Check-out

**BATCH 2: June 19-21, 2024**

<b>Day 0 (June 19, 2024, Wednesday) – Arrival / Check-in (2:00 PM onwards)</b>		
<b>Day 1 (June 20, 2024, Thursday)</b>		
<b>Start</b>	<b>End</b>	<b>Activity</b>
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	<b>Session 1: Context Setting</b>
10:00 AM	10:30 AM	<b>Session 2: Key Provisions of DepEd Order No. 002, s. 2024</b>
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	<b>Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers</b> a. Teacher Work Hours b. Redefining Teacher Workload • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> <b>Session 2: Key Provisions of DepEd Order No. 005, s. 2024</b>
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	<b>Session 1 and 2 Processing/Open Discussion</b>
3:00 PM	4:00 PM	<b>Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits</b> a. Payment of Teaching Overload • Key Parameters • Formula • Process Flow • Templates
4:00 PM	5:00 PM	<b>Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits</b> b. Grant of VSC • Key Parameters • Process Flow • Templates
5:00 PM		<b>Day 1 Closing and Reminders for Day 2</b>
<b>Day 2 (June 21, 2024, Friday)</b>		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	<b>Session 4: Implementation Strategies</b> a. CO-RO-SDO-School Strategy b. Roles and Responsibilities c. eSF7 Process Flow
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	<b>Session 5: Field Implementation Plan</b> a. Updates on the Regional Implementation Plan b. Discussion on Division Implementation Plan
10:30 AM	11:15 AM	<b>Session 6: Processing and Ways Forward</b>
11:15 AM	11:30 AM	<b>Closing Program</b>
11:30 AM - onwards		Lunch & Check-out