



30 January 2025

Regional Memorandum No. 72, s. 2025

SUBMISSION OF FY 2024 TEACHING OVERLOAD PAY BUDGET UTILIZATION REPORT

- To Schools Division Superintendents
 SDO Finance Unit
 SDO Admin/Personnel Unit
 All Others Concerned
- Enclosed is a copy of Memorandum DM-OUHROD-2025-0204 dated 20 January 2025 signed by USec. WILFREDO E. CABRAL, Undersecretary, Human Resource and Organizational Development, titled "Submission of FY 2024 Teaching Overload Pay Budget Utilization Report."
- 2. Attention is invited to the second paragraph of the abovementioned memorandum for information and guidance.
- 3. The template for the SDO Utilization Report, including a quick guide on how to accomplish each template, are available for download at bit.ly/TeacherWorkload_ToolsandProcedure.
- 4. The deadline on the submission of Utilization Report using the required format in scanned copy (PDF) and editable excel file (not necessarily signed) is on or before February 11, 2025 (Tuesday) through email address at personnel.calabarzon@deped.gov.ph to give ample time to consolidate all the reports before submission to the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED).
- 5. For further questions, please contact the BHROD-SED through landline (02)8633-5397 or email bhrod.sed@deped.gov.ph.
- 6. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Incl.: As stated 08C/ROA/P1



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph Website: depedcalabarzon.ph







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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

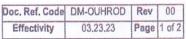
In accordance with **DepEd Order (DO) No. 005, s. 2024** "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload" and **DepEd Memorandum (DM) No. 053, s. 2024** "Implementation Guidelines for DepEd Order No. 005, s. 2024," the **Regional Offices are required to submit 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)
a. Prepare the budget utilization report for submission to the RO providing the following details:	 Consolidate the budget utilization reports from SDOs for submission to the Central Office.
 ✓ 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. 	b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD.









b. The SDS shall approve the report for submission to the Regional Office through the RO-Admin Division (Personnel).

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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OFFICE OF THE SECRETARY Department of Education





