

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



Personnel-RM-2025-72


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**

1. 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](http://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](mailto: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](mailto: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  
Nls



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# Department of Education




ORD-UM01-2025-118

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: <ul style="list-style-type: none"> <li>✓ Number of teachers with Teaching Overload Pay;</li> <li>✓ Total Teaching Overload Hours;</li> <li>✓ Estimated amount to be paid or the equivalent teaching overload pay;</li> <li>✓ Actual Teaching Overload Pay granted to teachers; and</li> <li>✓ In cases of conversion to VSC due to insufficient funds, the number of earned VSC granted to teachers.</li> </ul>	a. Consolidate the budget utilization reports from SDOs for submission to the Central Office.  b. The Regional Director shall approve the report for submission to CO through the OUHROD and BHROD.

<p>b. The SDS shall approve the report for submission to the Regional Office through the RO-Admin Division (Personnel).</p>	
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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](http://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](mailto: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](mailto:bhrod.sed@deped.gov.ph).

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
Department of Education



Doc. Ref. Code	DM-OUHROD	Rev	00
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