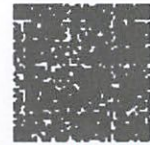


Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel: RM-2025-298


16 April 2025

**Regional Memorandum**  
No. 298, s. 2025

**REMINDER ON THE PROCESSING OF PAYMENT FOR TEACHING OVERLOAD FOR THE FIRST QUARTER OF FISCAL YEAR (FY) 2025 WITH REFERENCE TO DEPED MEMORANDUM NO. 005, S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024**

To **Schools Division Superintendents**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0850, "titled **Reminder on the Processing of Payment for Teaching Overload for the First Quarter of Fiscal Year (FY) 2025 with Reference to DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024,**" which is self-explanatory.
2. In processing payments, Schools Division Offices (SDOs) must adhere to the procedures outlined in DepEd Memorandum No. 053, s. 2024 "Implementation Guidelines for DepEd Order No. 005, s. 2024." Furthermore, SDO Finance and Administrative Units (Personnel Unit) should establish and communicate clear deadlines to ensure timely submission of required documents from schools under their jurisdiction.
3. Moreover, attention is invited to the third and fourth paragraphs of the abovementioned Memorandum, for information and guidance.
4. The necessary templates can be downloaded from this link: [bit.ly/TeacherWorkload\\_ToolsandProcedure](https://bit.ly/TeacherWorkload_ToolsandProcedure). Please access the folder labeled 'DM 053, s. 2024' to retrieve the required templates.
5. Immediate dissemination of and compliance with this Memorandum is directed.

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

Incls.: As stated

08C/ROA/P1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
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Email Address: region4a@deped.gov.ph  
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ORD-UM01-2025-394

Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2025- 0850

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : REMINDER ON THE PROCESSING OF PAYMENT FOR  
TEACHING OVERLOAD FOR THE FIRST QUARTER OF FISCAL  
YEAR (FY) 2025 WITH REFERENCE TO DEPED ORDER NO. 005,  
S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024

DATE : 28 March 2025

The Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to process the payment for **Teaching Overload** to eligible teachers for the **First Quarter of Fiscal Year (FY) 2025 (January to March 2025)** in adherence to **DepEd Order (DO) No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.**

In the processing of payment, the **SDOs** are directed to follow the procedures stipulated in DepEd Memorandum No. 053, s. 2024, *Implementation Guidelines for DepEd Order No. 005, s. 2024.* Further, the **SDO Finance Unit** and **SDO Administrative Unit (Personnel Section)** should establish and communicate clear deadlines to ensure that all schools under their jurisdiction can submit the required documents on time.

For FY 2025, the funding requirement for the payment of Honoraria for Teaching Overload has been released to the Regional Offices (ROs) under the Administration of Personnel Benefits. In this regard, the **ROs shall ensure the availability of funds for SDOs under their jurisdiction.**

Upon disbursement of teaching overload pay, the **ROs** shall submit the consolidated Budget Utilization Reports (BUR) for the 1<sup>st</sup> Quarter, FY 2025 following the required formats to BHROD-SED on or before **May 30, 2025** through email address at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph):

- Scanned copy of the RO Utilization report which is duly signed by the RDs; and
- 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). Please access the folder named 'DM 053, s. 2024\_Implementation Guidelines' for the templates.

Should there be 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).

For appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
*Department of Education*

**OFFICE OF THE UNDERSECRETARY FOR FINANCE**  
*Department of Education*