



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



12 December 2025

Regional Memorandum  
No. 929, s. 2025

**REMINDER ON THE PROCESSING OF PAYMENT FOR TEACHING  
OVERLOAD FOR THE FOURTH QUARTER OF FISCAL YEAR  
(FY) 2025 WITH REFERENCE TO DEPED ORDER 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-2025-3402, titled "**Reminder on the Processing of Payment for Teaching Overload for the Fourth 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. Attention is invited to the second paragraph of the abovementioned Memorandum for information and guidance.
3. The Schools Division Offices (SDOs) are directed to ensure that all schools within their jurisdiction submit the required documents for the payment of teaching overload on or before the deadline for the obligation of funds. Furthermore, the SDO-Administrative Unit (Personnel Section) and SDO-Finance Unit shall set the deadline for submission of requirements and ensure that these are properly communicated to all schools.
4. Additionally, the templates to be used may be downloaded from the link: [bit.ly/TeacherWorkload\\_ToolsandProcedure](http://bit.ly/TeacherWorkload_ToolsandProcedure), specifically from Folder III titled "FORMS." If there are **no claims to be reported**, please submit a **certification of non-utilization** of the downloaded funds.
5. Immediate dissemination of and compliance with this Memorandum is directed.

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

Incls.: As stated

6

No  
08C/ROA/P1



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHRD-2025-3402**

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

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

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

DATE : November 28, 2025

E-signed by  
Wilfredo Cabral

The Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to **process the payment of Teaching Overload** to eligible teachers for the fourth quarter of Fiscal Year (FY) 2025 with reference to 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*.

Based on the Summary of Appropriations, Allotments, Obligations, Disbursements, and Balances by Object of Expenditures (SAAODBE) **as of 3<sup>rd</sup> Quarter of FY 2025, only 5,223,300.76 (1.11%) of the total adjusted allotment has been obligated**. Kindly see Annex A for the Regional Breakdown.

The SDOs shall ensure that schools within their jurisdiction are able to **submit all necessary documents for the payment for teaching overload in time for the deadline of obligation of funds**. Further, the SDO-Administrative Unit (Personnel Section) and SDO-Finance Unit shall set the deadline for submission of requirements and ensure that schools are aware of such deadlines.

With the issuance of DO 005, s. 2024 and DM 053, s. 2024, it is expected that the field offices and schools shall submit and process of payment for teaching overload to eligible teachers.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your appropriate action.

Annex A: SAAODBE, as of 3<sup>rd</sup> Quarter, FY 2025

Region	As of Q3, FY 2025		
	Adjusted Allotment	Obligation	Disbursement
Central Office			
Cordillera Administrative Region (CAR)	11,799,697.58	333,697.58	333,697.58
National Capital Region (NCR)	23,021,293.33	924,000.00	924,000.00
Region I - Ilocos	12,947,662.35	475,890.30	475,890.30
Region II - Cagayan Valley	18,427,500.00	1,046,599.63	1,046,599.63
Region III - Central Luzon	43,290,500.00	79,500.00	79,500.00
Region IVA - CALABARZON	64,420,000.00	-	-
Region IVB - MIMAROPA	9,752,777.55	10,000.00	10,000.00
Region V - Bicol	15,226,757.95	-	-
Region VI - Western Visayas	25,979,483.95	747,219.43	610,744.43
Region VII - Central Visayas	27,772,032.38	68,935.84	68,935.84
Region VIII - Eastern Visayas	44,033,830.73	191,661.87	191,661.87
Region IX - Zamboanga Peninsula	36,786,146.82	70,146.82	70,146.82
Region X - Northern Mindanao	36,469,066.04	183,692.23	81,161.47
Region XI - Davao	31,137,000.00	1,091,957.06	1,091,957.06
Region XII - SOCCSKSARGEN	24,595,000.00	-	-
Region XIII - CARAGA	26,250,000.00	-	-
<b>Grand Total</b>	<b>451,908,748.68</b>	<b>5,223,300.76</b>	<b>4,984,295.00</b>

Data Source: Finance Service-Budget Division