

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



Personnel-RM-2026-521

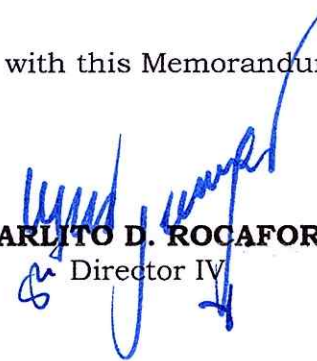
August 5, 2026

Regional Memorandum
No. 521, s. 2026

**REMINDER ON THE SUBMISSION OF SCHOOLS DIVISION
OFFICE (SDO) IMPLEMENTATION PLAN ON TEACHER
WORKLOAD POLICIES FOR FY 2026 OR SY 2026-2027**

To **Schools Division Superintendents**
All Assistant Schools Division Superintendents
All Others Concerned

1. Enclosed is a copy of MEMORANDUM DM-OUHRODI-2026-2540, titled **"Reminder on the Submission of Schools Division Office (SDO) Implementation Plan on Teacher Workload Policies for FY 2026 or SY 2026-2027,"** which is self-explanatory.
2. Attention is invited to the first and second paragraphs for information and guidance.
3. To support SDOs in preparing their plans, the following documents may be accessed and downloaded through **tinyurl.com/TW-ImplemPlan**:
 1. SDO Teacher Workload Implementation Plan - Guide
 2. SDO Teacher Workload Implementation Plan - Template
4. Each accomplished Implementation Plan must include the following components:
 1. Assessment of the SDO's Current Situation
 2. Root Cause Analysis
 3. Planned Interventions
5. The accomplished and approved SDO Implementation Plan shall be submitted through **tinyurl.com/TW-2026ImplemPlan-Submission** in two (2) formats:
 1. Signed PDF file; and
 2. Microsoft Excel file (with all signatures removed)
6. For complete details, instruction, and annexes, please refer to DM-OUHRODI-2026-2187 as the primary reference.
7. Immediate dissemination of and compliance with this Memorandum is hereby directed.


CARLITO D. ROCAFORT
Director IV

Incls.: As stated
08C/ROA/PI



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



ORD-UM01-2026-302

MEMORANDUM

DM-OUHRODI-2026-2540

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

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

SUBJECT : **REMINDER ON THE SUBMISSION OF SCHOOLS DIVISION
OFFICE (SDO) IMPLEMENTATION PLAN ON TEACHER
WORKLOAD POLICIES FOR FY 2026 OR SY 2026-2027**

DATE : July 17, 2026

In reference to **DM-OUHRODI-2026-2187**, titled "*Submission of Schools Division Office (SDO) Implementation Plan on Teacher Workload Policies for FY 2026 or SY 2026-2027*", **all Schools Division Offices (SDOs) are hereby reminded of the submission of the SDO Implementation Plan on Teacher Workload Policies on or before July 31, 2026.**

This initiative forms part of the Department's continuing efforts to strengthen the implementation of teacher workload policies and follows the Online Meeting on the Implementation Status of Teacher Workload Policies conducted by the **Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED)**.

To facilitate the preparation of the Implementation Plan, all SDOs are advised to **access and download the required files** through **tinyurl.com/TW-ImplePlan**. The following documents are as follows:

1. SDO Teacher Workload Implementation Plan – Guide
2. SDO Teacher Workload Implementation Plan – Template

The **accomplished** Implementation Plan shall include the following **components**:

1. Assessment of the SDOs Current Situation
2. Root Cause Analysis
3. Planned Interventions



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-018	Rev	00
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The accomplished and approved **SDO Implementation Plan** shall be submitted through **tinyurl.com/TW-2026ImplePlan-Submission** in the following formats:

1. Signed PDF file; and
2. Microsoft Excel file (with all signatures removed)

All **concerned offices and personnel are enjoined to provide the necessary data, information, and support** to ensure the timely completion and submission of the Implementation Plan. In addition, **all Regional Offices (ROs) are also requested to provide appropriate guidance, recommendations, and technical assistance** to SDOs, as necessary, to ensure the quality and timely completion of the Division's Implementation Plan.

For complete information, including the detailed instructions and annexes, all concerned offices are advised to refer to **DM-OUHRODI-2026-2187**, which serves as the primary reference for this reminder.

For inquiries or clarifications, please coordinate with Mr. Jerson Miguel Collado of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through email at bhrod.sed@deped.gov.ph or telephone number **(02) 8633-5397**.

For your strict compliance.



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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-247

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

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

SUBJECT : **SUBMISSION OF SCHOOLS DIVISION OFFICE (SDO)
IMPLEMENTATION PLAN ON TEACHER WORKLOAD POLICIES
FOR FY 2026 OR SY 2026-2027**

DATE : June 23, 2026

As part of the Department's continuing efforts to strengthen the implementation of teacher workload policies, this Office, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), conducted the Online Meeting on the Implementation Status of Teacher Workload Policies for Schools Division Offices (SDOs) on May 25–26, 2026, and for the Central Office (CO) and Regional Offices (ROs) on June 2, 2026.

During the meeting, the implementation status of the Teacher Workload policies, namely, DepEd Order No. 002, s. 2024, DepEd Order No. 005, s. 2024, DepEd Order No. 006, s. 2025, and DepEd Memorandum No. 053, s. 2024¹, was presented based on the results of the November 2025 Consultation Workshop with School Heads and the May 2026 Teacher Survey. The presentation highlighted key implementation gains, as well as recurring challenges related to policy interpretation, class disruptions, teacher pullouts, the processing of teaching overload pay, and staffing concerns across schools and governance levels.

¹ DepEd Order No. 002, s. 2024, Immediate Removal of Administrative Tasks of Public School Teachers;
DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload;
DepEd Order No. 006, s. 2025, Guidelines on the Streamlining of School Forms and Reports Accomplished by Teachers;
DepEd Memorandum No. 053, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024

As one of the key agreements during the meeting, all Schools Division Offices (SDOs) are hereby directed to prepare and submit their **SDO Implementation Plan on Teacher Workload Policies** on or before **July 31, 2026**.

The implementation plan aims to:

- Assess the current implementation of teacher workload policies at the SDO level by identifying implementation gains, challenges, gaps, and other factors affecting effective policy implementation and the provision of support that enables teachers to focus on teaching;
- Identify responsive interventions, implementation strategies, and the support needed from higher governance levels to address identified implementation challenges; and
- Strengthen the implementation of teacher workload policies by enabling SDOs to commit to concrete actions that uphold the objectives of the policy.

The following shall be reflected in the Implementation Plan:

- **Assessment of the SDO's Current Situation** – Documentation of the Division's current implementation realities, including implementation challenges, policy gains, and other relevant observations that serve as the basis for identifying appropriate interventions.
- **Root Cause Analysis** – Documentation of the underlying causes of the identified implementation challenges. This analysis ensures that proposed interventions address the root causes rather than merely responding to their symptoms.
- **Planned Interventions** – Documentation of the interventions that the SDO commits to implement to address identified implementation challenges, resolve their root causes, and strengthen the overall implementation of teacher workload policies.

The instructions for accomplishing the Implementation Plan are attached as **Annex A** of this Memorandum, together with the relevant links to the implementation plan template and submission form.

Regional Offices (ROs) are likewise requested to provide appropriate guidance, recommendations, and technical assistance to SDOs in the preparation of their Implementation Plans, as necessary.

For additional reference, the presentation materials, meeting recordings, and consolidated Questions and Answers from the Online Meeting on the Implementation Status of Teacher Workload Policies may be accessed through tinyurl.com/2026-TW-ImplementationStatus. The results of the May 2026 Teacher Survey may likewise be accessed through tinyurl.com/TeacherWorkloadSurvey-Results.

For inquiries or clarifications, please coordinate with Mr. Jerson Miguel Collado of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through email at bhrod.sed@deped.gov.ph or telephone number **(02) 8633-5397**.

For strict compliance.

**SUBMISSION OF SDO IMPLEMENTATION PLAN ON
TEACHER WORKLOAD POLICIES FOR FY 2026 OR SY 2026-2027**

A. Instructions

1. Access and download the following files through **tinyurl.com/TW-ImplemPlan**:
 - **SDO Teacher Workload Implementation Plan – Guide for SDOs**
This guide contains the objectives of the implementation plan, relevant links, and the recommended process for accomplishing the template.
 - **SDO Teacher Workload Implementation Plan – Template**
This is the template that the SDO shall accomplish and submit upon completion of the process.

Important Note: The files are provided with view-only access. To accomplish the implementation plan, download the files to your local device. Editing access will not be granted.
2. **Read the Guide for SDOs** before accomplishing the template. The SDO Implementation Team shall use the guide to effectively and efficiently conduct the planning process and complete the Implementation Plan.
3. **Conduct the planning process** following the recommended process outlined in the Guide for SDOs.
4. **Accomplish all required sheets and fields in the Implementation Plan Template** upon completion of the planning process:
 - Info Sheet
 - Part I – CO-Recommended SDO-Level Intervention
 - Part II – SDO Action Plan
5. **Secure the required signatories** prior to submission.
6. Submit the accomplished and approved Implementation Plan through **tinyurl.com/TW-2026ImplemPlan-Submission** in the following formats:
 - Signed PDF File
 - Excel Format (with all signatures removed)

Important Note: Should you encounter any issues uploading your files through the submission form, please send an email to bhrod.sed@deped.gov.ph for assistance.

7. Implement the plan as committed, monitor progress, and consolidate implementation concerns to support continuous improvement and future policy monitoring.

B. List of Relevant Links

Resource Material	Link
SDO Teacher Workload Implementation Plan – Guide for SDOs	tinyurl.com/TW-ImplemPlan
SDO Teacher Workload Implementation Plan – Template	
SDO Teacher Workload Implementation Plan – Submission Platform	tinyurl.com/TW-2026ImplemPlan-Submission
May 25-26 and June 2, 2026 Online Meeting on the Implementation Status of Teacher Workload Policies Materials: • Presentation Material • Meeting Recording • Consolidated Question and Answer	tinyurl.com/2026-TW-ImplementationStatus
Results of the May 2026 Teacher Survey	tinyurl.com/TeacherWorkloadSurvey-Results