



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 502 s. 2025

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

To: Schools Division Superintendents

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0850 dated March 28, 2025 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development re: Reminder on the processing of payment for Teaching Overload for the First Quarter of the FY 2025 with preference to DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024, content duly noted, for your information, guidance, and appropriate action.

2. In line with this, the Schools Division Offices (SDOs) are directed to follow the procedures stipulated in DepEd Memorandum No. 053, 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.

3. To ensure proper monitoring, this Office hereby requested the SDOs to submit their Budget Utilization Reports for the 1<sup>st</sup> Quarter FY 2025 using the templates available to this link: <https://bit.ly/TeacherWorkloadToolsandProcedure>. Submission of the reports must be **on or before May 15, 2025** via [ps.region1@deped.gov.ph](mailto:ps.region1@deped.gov.ph).

3.1 Scanned copy of the SDO utilization report which is duly signed by the Schools Division Superintendent; and

3.2 Editable Excel File (not necessarily signed) of the SDO Utilization report.

4. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.

**TOLENTINO G. AQUINO**

*In* Director IV

Encl. and Ref: as stated.

To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS                      OBLIGATION                      REPORT

ADMIN/gnn/lgm/RM\_TEACHINGOVERLOAD  
 April 7, 2025



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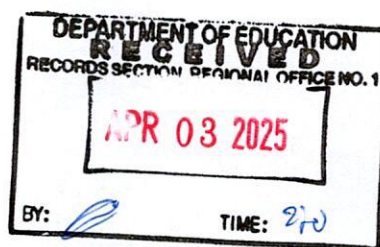


Republika ng Pilipinas

# 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 BHRD-SED on or before **May 30, 2025** through email address at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph):

- a. Scanned copy of the RO Utilization report which is duly signed by the RDs; and
- b. Editable Excel File (not necessarily signed) of the RO Utilization report.



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](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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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*



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