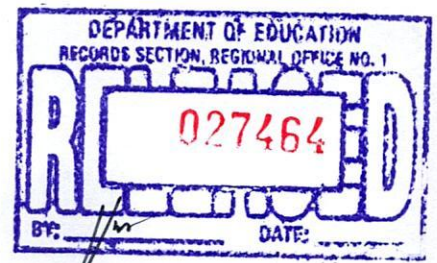




Republic of the Philippines  
Department of Education  
REGION I



OCT 21 2025

REGIONAL MEMORANDUM

No. 424 s. 2025

REMINDER ON THE PROCESSING OF PAYMENT AND SUBMISSION OF  
UTILIZATION REPORT ON, TEACHING OVERLOAD FOR THE THIRD QUARTER OF  
THE FISCAL YEAR (FY 2025) PURSUANT 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-2025-2859 dated October 06, 2025 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development re: Reminder on the Processing of Payment and Submission of Utilization Report on Teaching Overload for the Third Quarter of the Fiscal Year (FY 2025) pursuant 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. The Schools Division Offices (SDOs) are directed to follow the procedures stipulated in DepEd Memorandum No. 053, s. 2024. Be reminded that the allocation for Teaching Overload is lodged under the Administration of Personnel Benefits (APB) budget line item of the RO. In line with this, 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 3<sup>rd</sup> Quarter FY 2025 using the templates available to this link: [https://bit.ly/TeacherWorkload\\_ToolsandProcedure](https://bit.ly/TeacherWorkload_ToolsandProcedure). Submission of the reports must be **on or before November 17, 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.

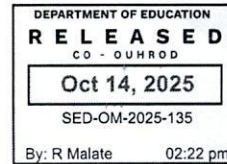
TOLENTINO G. AQUINO  
Director IV

Encl. and Ref: as stated.

To be indicated in the Perpetual Index  
Under the following subjects:

TEACHERS                      OBLIGATION                      REPORT

ADMIN/gnn/lgm/RM\_TEACHINGOVERLOAD  
October 17, 2025



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-2859**



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

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

E-signed by  
Wilfredo Cabral  
10/14/2025, 2:20:10 PM



**SUBJECT : REMINDER ON THE PROCESSING OF PAYMENT AND SUBMISSION OF UTILIZATION REPORT ON TEACHING OVERLOAD FOR THE THIRD QUARTER OF THE FISCAL YEAR (FY) 2025 PURSUANT TO DEPED ORDER NO. 005, S. 2024 AND DEPED MEMORANDUM NO. 053, S. 2024**

**DATE : October 06, 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," all Regional Offices (ROs), Schools Division Offices (SDOs), and School Heads are hereby reminded to **ensure the timely processing and payment of Teaching Overload to eligible teachers**, as well as the **preparation and submission of its corresponding Utilization Reports** for the **Third Quarter of Fiscal Year (FY) 2025 (July to September 2025)**.

To ensure that all eligible teachers are able to **avail of the payment for their teaching overload**, all **School Heads** are directed to **review their respective School Form 7 (SF7)** to identify teachers with teaching overload, verify the accuracy of the indicated teaching load and overload hours, and facilitate the preparation and submission of the necessary documents required for the processing of Teaching Overload Pay to their respective SDOs.

All **SDOs** are likewise instructed to provide **technical assistance** to schools within their jurisdiction in the preparation, validation, and payment of teaching overload. They shall also ensure close coordination between the **SDO Finance Unit and Administrative Unit (Personnel Section)** in reviewing supporting documents, and shall clearly communicate internal deadlines to schools for the efficient processing and consolidation of reports.



The allocation for Teaching Overload remains lodged under the **Administration of Personnel Benefits (APB)** budget line item of the **ROs**. Hence, all ROs are enjoined to ensure the **availability and release of funds** to the SDOs within their jurisdiction.

Following the disbursement of Teaching Overload Pay, all ROs are required to submit their **consolidated Utilization Reports** on Teaching Overload Pay for the Third Quarter of FY 2025 to BHROD-SED via email at **bhrod.sed@deped.gov.ph** on or before **November 28, 2025**, using the following formats:

1. Scanned copy of the RO Utilization Report, duly signed by the Regional Directors (RDs); and
2. 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/TeacherWorkloadToolsandProcedure](https://bit.ly/TeacherWorkloadToolsandProcedure), located at Folder III, entitled FORMS.

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.

**Copy furnished:**

Office of the Secretary  
Office of the Undersecretary for Finance