



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 14, 2025

DIVISION MEMORANDUM  
No. 0083, s. 2025

**DISSEMINATION ON THE PROCESSING OF FY 2025 TEACHING  
OVERLOAD PAYMENT FOR THE FIRST QUARTER**

To: Office of the Assistant Schools Division Superintendent  
Chief Curriculum Implementation Division  
All Public Schools District Supervisors  
All Public School Heads -Elementary and Secondary Schools  
All Others Concerned

1. This is to inform all concerned of the DepEd Memorandum DM-OUHROD-2025-0850 dated March 28, 2025, issued by Undersecretary Wilfredo E. Cabral of the Human Resource and Organizational Development strand, and DepEd Regional Memorandum AD-2025-056 regarding the processing of FY 2025 Teaching Overload payment for the First Quarter of FY 2025.
2. In line with this, all public elementary and secondary schools are hereby directed to submit the required documents for the teaching overload payment to the 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.
3. All required documents must be properly validated and endorsed to the Personnel Section of the Schools Division Office on or before April 23, 2025, to allow sufficient time for consolidation and submission by the SDO Finance Unit and Administrative Unit (Personnel Section) to the Regional Office. Please refer to this link for submission guidelines: <https://tinyurl.com/2s3av5hs>
4. For immediate and strict compliance.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



PER/rbg

FN: Dissemination on the Processing of FY 2025 Teaching Overload Payment for the First Quarter

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Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Email Address: [depeddavnor.sdo@deped.gov.ph](mailto:depeddavnor.sdo@deped.gov.ph)  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte



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

April 07, 2025

REGIONAL MEMORANDUM  
AD-2025-056

DISSEMINATION ON THE PROCESSING OF FY 2025 TEACHING  
OVERLOAD PAYMENT FOR THE FIRST QUARTER

To: Assistant Regional Director  
Schools Division Superintendents  
Chief Administrative Officers – AD and FD

1. Herewith is the DepEd Memorandum DM-OUHROD-2025-0850 dated March 28, 2025 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, relative to the processing of the payment for Teaching Overload to eligible teachers for the First Quarter of FY 2025.
2. Anent to this, the SDO Finance Unit and SDO Administrative Unit (Personnel Section) shall establish and communicate clear deadlines to ensure that all schools under their jurisdiction can submit the required documents.
3. Further, SDO Utilization Report must be submitted on or before May 25, 2025 to the Regional Office through <https://tinyurl.com/TeachingOverloadFY2025>.
4. For immediate dissemination and strict compliance.

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated

ROA6/PS/jlj

48640



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@depd.gov.ph](mailto:region11@depd.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)







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**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**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.



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 (BHRD-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*



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

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