



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 155, s. 2026

**SUBMISSION OF UTILIZATION REPORT FOR THE PAYMENT OF
HONORARIA FOR TEACHING OVERLOAD FOR THE FOURTH QUARTER
OF FY 2025 PURSUANT TO DM-OUHROD-2025-3402**

TO: Schools Division Superintendents
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2026-0278 dated January 28, 2026 re: "Submission of Utilization Report for the Payment of Honoraria for Teaching Overload for the Fourth Quarter of FY 2025, Pursuant to DM-OUHROD-2025-3402" which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: As stated

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

POLICY

HONORARIA

PROCEDURE

PAYMENT

ASD/PS/AGS/REGIONAL MEMO -Dissemination- Submission of Utilization Report for Payment of Honoraria for
Teaching Overload for 4th Quarter



Republika ng Pilipinas

DEPARTMENT OF EDUCATION
RELEASED
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Feb 03, 2026
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By: R Malate 11:36 am



Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2026-0278

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 and Infrastructure

SUBJECT : **SUBMISSION OF UTILIZATION REPORT FOR THE PAYMENT OF
HONORARIA FOR TEACHING OVERLOAD FOR THE FOURTH
QUARTER OF FY 2025, PURSUANT TO DM-OUHROD-2025-
3402**

DATE : **January 28, 2026**

E-signed by

Wilfredo Cabral

23/01/2026, 8:27:51 AM

This refers to **DM-OUHROD-2025-4302**, dated November 28, 2025, entitled **“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, Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload, and DepEd Memorandum No. 053, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024.**

This is to advise all Regional Offices (ROs) and Schools Division Offices (SDOs) that **the deadline for the submission of utilization report for the payment of teaching overload to eligible teachers for the Fourth Quarter of FY 2025 is on or before February 20, 2026**, and shall be submitted to **bhrod.sed@deped.gov.ph** 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.

For reference, concerned offices may visit the **Teacher Workload Policy Public Drive** at **bit.ly/TeacherWorkload_ToolsandProcedure** to access all relevant tools, templates, and procedural guides on the implementation of teacher workload policies and the processing of teaching overload pay. The relevant templates to be used are available for download using the abovementioned link and located at Folder III, titled



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Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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as FORMS. For additional guidance and resources, kindly refer to the **Teacher Workload Policy Toolkit** at tinyurl.com/TWPT2025.

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

For your appropriate action.