



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

08/04/2025

REGIONAL MEMORANDUM

No. 224, s. 2025

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1878 dated July 10, 2025, re: "Reminder on the Processing of Payment for, and Submission of Utilization Report on, Teaching Overload for the Second Quarter of the Fiscal Year (FY) 2025 with reference to DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024."
2. The Schools Division Offices are advised to closely coordinate with their respective Regional Offices in the processing and submission of Teaching Overload report.
3. Immediate dissemination of and compliance with this Memorandum are desired.

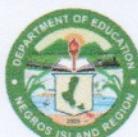
RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

BENEFITS TEACHERS TEACHING LOAD

ASD/PS/AGS/REGIONAL MEMO -dissimilation-DM OUHROD 2025-1878-Teaching Overload-Second Quarter



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1878

FOR : **ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS**

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

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

DATE : July 10, 2025

In accordance with DepEd Order (DO) No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby reminded to process the **payment of Teaching Overload** to eligible teachers for the **Second Quarter of Fiscal Year (FY) 2025 (April to June 2025)**.

To ensure the timely processing of payments, all SDOs are instructed to strictly adhere to the procedures outlined in DepEd Memorandum No. 053, s. 2024, *Implementation Guidelines for DepEd Order No. 005, s. 2024*. Furthermore, the **SDO Finance Unit and Administrative Unit (Personnel Section)** must jointly establish and effectively communicate clear submission deadlines to enable all schools within their jurisdiction to submit the required documents on time.

Please be reminded that the allocation for Teaching Overload is lodged under the Administration of Personnel Benefits (APB) budget line item of the ROs. In this regard, all ROs are advised to ensure the prompt availability and release of funds to the SDOs within their jurisdiction. Kindly refer to the attached **Annex A** for the Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of the end of the First Quarter, FY 2025.

Following the disbursement of Teaching Overload, all ROs are required to submit their **consolidated Utilization Reports on Teaching Overload Pay** for the Second Quarter of FY 2025 to BHROD-SED via email at **bhrod.sed@deped.gov.ph** on or before **August 31, 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/TeacherWorkload_ToolsandProcedure, 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 or through landline number: (02) 8633-5397.

For your appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Finance

Annex A: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of end of 1st Quarter, FY 2025

Region	As of Q1, FY 2025		
	Adjusted Allotment	Obligation	Disbursement
Central Office	-	-	-
CAR	11,799,698	333,697.58	333,697.58
NCR	22,097,293	49,865.10	49,865.10
Region I	12,704,554	14,554.40	-
Region II	17,912,000	-	-
Region III	43,235,500	24,500.00	24,500.00
Region IV-A	64,420,000	-	-
Region IV-B	24,481,000	-	-
Region V	25,728,200	16,200.00	16,200.00
Region VI	27,701,000	-	-
Region VII	47,591,000	9,120,558.21	9,120,558.21
Region VIII	36,721,000	5,000.00	5,000.00
Region IX	30,612,000	-	-
Region X	36,449,066	18,066.04	18,066.04
Region XI	31,137,000	-	-
Region XII	24,595,000	-	-
Region XIII	26,250,000	-	-
GRAND TOTAL	483,434,311.95	9,582,441.33	9,567,886.93

Source: DepEd Finance Service