



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

08/04/2025

No. 229, 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. UYATICO 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 -dessimination-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](http://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](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

Region IX	21,275,530	24,500.00	24,500.00
Region X	21,441,000	-	-
Region XI	22,728,200	16,200.00	16,200.00
Region XII	22,701,000	-	-
Region XIII	22,721,000	9,120,558.21	9,120,558.21
Region XIV	22,721,000	5,000.00	5,000.00
Region XV	22,721,000	-	-
Region XVI	22,721,000	18,066.04	18,066.04
Region XVII	21,127,000	-	-
Region XVIII	21,505,000	-	-
Region XIX	26,330,000	-	-
GRAND TOTAL	483,434,311.95	9,882,441.33	9,882,441.33

Sixteen: DepEd Finance Service



**Annex A: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) as of end of 1<sup>st</sup> 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	-	-
<b>GRAND TOTAL</b>	<b>483,434,311.95</b>	<b>9,582,441.33</b>	<b>9,567,886.93</b>

Source: DepEd Finance Service

**SANTOS B. UTICCO III, CESO III**  
Regional Director

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