



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 572, s. 2025

NOV 03 2025

**CONSULTATION WORKSHOP WITH SELECT SCHOOL HEADS ON THE
IMPLEMENTATION STATUS OF TEACHER WORKLOAD POLICIES**

TO: Schools Division Superintendent of SDO Negros Occidental
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2865 dated October 13, 2025 re: "Consultation Workshop with Select School Heads on the Implementation Status of Teacher Workload Policies" which is self-explanatory.
2. Attention is particularly invited to the attached Annexes of the said Memorandum.
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

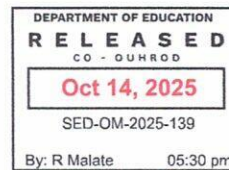
To be indicated in the Perpetual Index
under the following subjects:

WORKSHOP	PROGRAM	ATTENDANCE	POLICY
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ASD/PS/AGS/REGIONAL MEMO -dissemination- DM-OM-OUHROD-2025-2865-TEACHER WORKLOAD POLICIES



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SED-OM-2025-139

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 2865

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

ATTENTION : **CHIEFS OF SDO-SCHOOL GOVERNANCE AND OPERATIONS**
DIVISION (SGOD)

FROM : **WILFREDO E. CABRAL**
E-signed by
Wilfredo Cabral
2024/10/25, 5:29:10 PM
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : **CONSULTATION WORKSHOP WITH SELECT SCHOOL HEADS ON**
THE IMPLEMENTATION STATUS OF TEACHER WORKLOAD
POLICIES

DATE : October 13, 2025

The Department of Education (DepEd) issued **DepEd Order Nos. 002 and 005, s. 2024**, titled *Immediate Removal of Administrative Tasks of Public School Teachers and Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, respectively. These policies aim to cultivate a more conducive work environment for teachers by safeguarding their work hours, rationalizing their workload, and allowing them to focus on their core function of teaching.

Having been implemented for one full school year (SY 2024–2025) and given their direct and significant impact on teachers' daily work and well-being, it is crucial to monitor implementation progress early on to ensure that intended outcomes are achieved and sustained.

In this regard, the Human Resource and Organizational Development (HROD) Strand, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD–SED), will conduct a **Consultation Workshop on the Implementation Status of Teacher Workload Policies** with select **School Heads** on **November 17–19, 2025** for the first batch of participants and **November 19–21, 2025** for the second batch at **DepEd Ecotech Center, Cebu City**.

This consultation workshop aims to surface good practices and context-specific challenges encountered in the implementation of these policies. The results of these discussions will serve as critical input in the Department's ongoing efforts to strengthen existing Teacher Workload Policies.



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For complete details of the activity, please refer to the attached documents:

- **Annex A** – Administrative Arrangements
- **Annex B** – Batch 1 List of Participants
- **Annex C** – Batch 2 List of Participants
- **Annex D** – Batch 1 Indicative Program of Activities
- **Annex E** – Batch 2 Indicative Program of Activities

All identified participants must confirm their attendance by filling-out the **Registration Form** on or before **November 5, 2025**, accessible through this link: <https://tinyurl.com/Workload-Workshop-Register>. The **SDO-SGOD** is hereby requested to ensure the participation of the selected School Heads under their Division.

For clarification and concerns, you may contact **Mr. Jerson Collado** or **Ms. Janey Rhose Diaz** of **BHROD-SED** through email at bhrod.sed@deped.gov.ph or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

Copy Furnished:

Office of the Secretary

Annex A – Administrative Arrangements

1. All identified participants are requested to fill-out the **Registration Form** to confirm their attendance on or before **November 5, 2025**, accessible through this link: <https://tinyurl.com/Workload-Workshop-Register>
2. All **confirmed participants** are also asked to join the **Facebook Messenger Group** accessible in this link: <https://tinyurl.com/Workload-Workshop-GC>
3. The board and lodging expenses for the program management team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-033**. For board and lodging and meal arrangement, kindly refer to the table below:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
November 17/19, 2025 (Day 1)	✓	✓	✓	✓	✓	✓
November 18/20, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
November 19/21, 2025 (Day 3)	x	✓	✓	✓	✓	✓

4. **Check-in** shall begin at **2:00 pm** on November 17 for Batch 1 and November 19 for Batch 2, while **check out** shall be at **12:00 noon** on November 19 for Batch 1 and November 21 for Batch 2.
5. No extension or early accommodation shall be allowed other than the provided schedule.
6. **Travel Arrangements and Expenses**
 - a. The airfare and/or ferry expense of the program management team as well as the field participants shall be charged against **AC-25-BHROD-SED-GASS-2-033**.
 - b. **Local transportation and per diem allowances** shall be charged against **local funds**.
 - c. **The BHROD-SED shall arrange the airfare tickets** and coordinate with the selected participants regarding their respective flight details prior to the conduct of this activity.
 - d. All **approved Travel Authorities** must be submitted on or before **November 12, 2025**, via email at bhrod.sed@deped.gov.ph.
 - e. Participants traveling by ferry shall arrange their own tickets, which will be reimbursed accordingly.
 - f. All participants must bring the original copies of their boarding pass, tickets, and travel authorities to be submitted on November 17 (for Batch 1) and 19, 2025 (for Batch 2) before the start of the workshop.
7. Any concerns about confirmation, booking of plane tickets, travel authority, and other details shall be coordinated with Ms. Janey Rhose Diaz of BHROD-SED through 0916-606-2667.
8. All expenses shall be subject to the usual accounting and auditing rules and regulations.

Annex B – List of Participants

BATCH 1: November 17-19, 2025

Select School Heads				
No.	Region	Division	School ID	School Name
1.	CAR	Abra	134979	Bangued West CS
2.	NCR	Mandaluyong City	500334	Jose Fabella Memorial School
3.	NIR	Negros Oriental	312902	Sampiniton Provincial Community HS
4.	Region XII	Sarangani	500282	Alabel Central Integrated SPED Center
5.	Region I	Pangasinan I, Lingayen	300165	Bani National High School
6.	Region I	Pangasinan I, Lingayen	500368	Urbiztondo Integrated School
7.	Region II	City of Ilagan	500078	Manaring Integrated School
8.	Region II	Nueva Vizcaya	103936	M. V. Duque ES
9.	Region IV-A	Imus City	107982	Bukandala ES
10.	Region IV-A	Imus City	107980	Alapan I ES
11.	Region IV-A	Quezon	501325	Sergio Balane Integrated School
12.	Region IV-A	Tayabas City	500496	Dapdap Integrated School
13.	MIMAROPA	Palawan	110911	Panitian Elementary School
14.	MIMAROPA	Palawan	301730	Rio Tuba National High School
15.	MIMAROPA	Palawan	502210	Narra Integrated School
16.	Region VI	Iloilo	302557	Punta Buri NHS
17.	Region VII	Bohol	500209	Inabanga North Central Integrated School
18.	Region VII	Cebu City	500224	Dr. Emilio Osmeña ES
19.	Region VII	Lapu-Lapu City	303178	Mactan National High School
20.	Region VIII	Eastern Samar	122698	Naparaan Elementary School
21.	Region IX	Zamboanga del Norte	502329	La Union Integrated School
22.	Region X	Bukidnon	314908	Cabanglasan NHS
23.	Region X	Malaybalay City	126559	Bendolan Elementary School
24.	Region XI	Davao City	129518	St. Jude Elementary School
25.	Region XI	Davao City	304360	Davao City National High School
26.	Region XI	Davao del Sur	129091	Ciriaco G. Godoy Elementary School
27.	Region XII	General Santos City	131268	Balakayo Elementary School
28.	CARAGA	Siargao	502857	Lasala Integrated School

Program Management Team (PMT): Seven (7) from BHROD-SED

Annex C – List of Participants

BATCH 2: November 19-21, 2025

Select School Heads				
No.	Region	Division	School ID	School Name
1.	CAR	Baguio City	136413	Loakan Elementary School
2.	NCR	Pasig City	305413	Rizal High School
3.	NIR	Negros Occidental	302603	Calatrava NHS
4.	NIR	Negros Occidental	117218	Cabacungan ES
5.	Region I	La Union	500002	Rosario Integrated School
6.	Region I	San Fernando City	500482	Lingsat Integrated School
7.	Region II	Cagayan	501586	San Juan Integrated School
8.	Region III	Olongapo City	107124	Olongapo City ES
9.	Region III	Tarlac City	500389	Balibago Primero IS
10.	Region IV-A	Cavite	301192	Gen. Mariano Alvarez Technical High School
11.	Region IV-A	Dasmarinas City	107923	Pintong Gubat Elementary School
14.	Region IV-A	Rizal	109412	Dalig Elementary School
12.	Region V	Camarines Norte	501271	Colasi Integrated School
14.	Region V	Masbate	174501	Nagarao ES
15.	Region V	Naga City	114503	Panicuason Elementary School
16.	Region VI	Aklan	500545	Bakhaw Norte Integrated School
17.	Region VII	Cebu	501915	Calbasaan Integrated School
18.	Region VII	Cebu	302938	Bantayan National High School
19.	Region VIII	Samar (Western Samar)	303634	Tarangnan National High School
20.	Region VIII	Tacloban City	303663	Leyte National High School
21.	Region IX	Zamboanga City	126204	Putik CS
22.	Region X	Cagayan de Oro City	502015	Cadayonan Integrated School
23.	Region X	Cagayan de Oro City	127995	West City Central School
24.	Region XI	Davao del Norte	500850	Naseco Integrated School
25.	Region XI	Tagum City	128784	Suaybaguio-Riña Elementary School
26.	Region XII	South Cotabato	501232	Upper Sepaka Integrated School
27.	CARAGA	Butuan City	132057	Jose T. Domingo, Sr. CES
28.	CARAGA	Surigao del Sur	500576	Libas Sud Integrated School

Program Management Team (PMT): Seven (7) from BHROD-SED

**Annex D – Batch 1 Indicative Program of Activities
November 17-19, 2025**

Date	Start Time	End Time	Session Topic/Activity
November 17, 2025	DAY 1		
	1:30 pm	2:00 pm	Preliminaries Prayer House Norms Ice Breaker
	2:00 pm	5:00 pm	Session 1: Teacher Workload Policy Refresher Quiz Discussion Open Forum
	5:00 pm	5:15 pm	Day 1 Closing Summary and Reminders
November 18, 2025	DAY 2		
	8:00 am	8:15 am	Preliminaries Prayer House Norms Workshop Priming
	8:15 am	9:15 am	Session 2: Teaching Load and Teaching Overload Pay
	9:15 am	9:30 am	BREAK
	9:30 am	11:30 am	Presentation of Outputs per Breakout Groups (24 mins each)
	11:30 am	1:00 pm	LUNCH BREAK
	1:00 pm	1:15 pm	Ice Breaker
	1:15 pm	2:15 pm	Session 3: Teacher Ancillary Task & Teaching-Related Assignments
	2:15 pm	2:30 pm	BREAK
	2:30 pm	5:00 pm	Presentation of Outputs per Breakout Groups (30 mins each)
	5:00 pm	5:15 pm	Day 2 Closing Summary and Reminders
November 19, 2025	DAY 3		
	7:30 am	7:45 am	Preliminaries Prayer House Norms Ice Breaker
	7:45 am	8:45 am	Session 4: Administrative Tasks
	8:45 am	9:00 am	BREAK
	9:00 am	11:00 am	Presentation of Outputs per Breakout Groups (24 mins each)
	11:00 am	11:30 am	Session 5: Teacher Workload Policy Toolkit: Adopting Recommendations from the Lit-Off Chapter into Practice
	11:30 am	12:00 pm	Closing Activities

**Annex E – Batch 2 Indicative Program of Activities
November 19-21, 2025**

Date	Start Time	End Time	Session Topic/Activity
November 19, 2025	DAY 1		
	1:30 pm	2:00 pm	Preliminaries Prayer House Norms Ice Breaker
	2:00 pm	5:00 pm	Session 1: Teacher Workload Policy Refresher Quiz Discussion Open Forum
	5:00 pm	5:15 pm	Day 1 Closing Summary and Reminders
November 20, 2025	DAY 2		
	8:00 am	8:15 am	Preliminaries Prayer House Norms Workshop Priming
	8:15 am	9:15 am	Session 2: Teaching Load and Teaching Overload Pay
	9:15 am	9:30 am	BREAK
	9:30 am	11:30 am	Presentation of Outputs per Breakout Groups (24 mins each)
	11:30 am	1:00 pm	LUNCH BREAK
	1:00 pm	1:15 pm	Ice Breaker
	1:15 pm	2:15 pm	Session 3: Teacher Ancillary Task & Teaching-Related Assignments
	2:15 pm	2:30 pm	BREAK
	2:30 pm	5:00 pm	Presentation of Outputs per Breakout Groups (30 mins each)
	5:00 pm	5:15 pm	Day 2 Closing Summary and Reminders
	DAY 3		
November 21, 2025	7:30 am	7:45 am	Preliminaries Prayer House Norms Ice Breaker
	7:45 am	8:45 am	Session 4: Administrative Tasks
	8:45 am	9:00 am	BREAK
	9:00 am	11:00 am	Presentation of Outputs per Breakout Groups (24 mins each)
	11:00 am	11:30 am	Session 5: Teacher Workload Policy Toolkit: Adopting Recommendations from the Lit-Off Chapter into Practice
	11:30 am	12:00 pm	Closing Activities