



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 22, 2025

DIVISION MEMORANDUM
No. 252, s. 2025

PROCESSING OF PAYMENT FOR TEACHING OVERLOAD

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Principals/School Heads / Accountable Officers
All Others Concerned

1. Disseminating herein the **DepEd Regional Memorandum No. 0335, s. 2025 -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 dated April 11, 2025**, for the information and guidance to all concerned personnel.
2. It may be recalled that the Division of Bohol conducted an orientation on the Rationalization of Teachers workload last July 1-3, 2024 at Reyna's the Haven and Gardens, as per Division Memorandum Nos. 296 and 312, s. 2024. However, the office has not received any documents for overload processing.
3. The release of Memorandum No. 0334, s. 2025, reiterates the need for concerned teachers with teaching overload to submit the following documents to the SDO Division Payroll Services Unit **on or before May 2, 2025**:
 - i. Approved Class program
 - ii. eSF7 for SY 2024-2025All parties involved are urged to prioritize submission of these documents to facilitate timely processing.
4. For further reference, attached is a copy of DM-OUHROD-2025-0850 – Reminder in 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 dated March 28, 2025.
5. Immediate and wide dissemination of this memorandum is hereby directed.


FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent



DepEd Tayo Bohol Division

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0335**, s. 2025

11 APR 2025

**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**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of Memorandum No. DM-OUHROD-2025-0850 entitled "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" issued by the Office of the Undersecretary for Human Resource and Organizational Development.
2. Dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/FD/SHS



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DepEd Tayo Region VII



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT *dem*

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 1st Quarter, FY 2025 following the required formats to BHRD-SED on or before **May 30, 2025** through email address at bhrod.sed@deped.gov.ph:

- a. Scanned copy of the RO Utilization report which is duly signed by the RDs; and
- b. Editable Excel File (not necessarily signed) of the RO Utilization report.



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The relevant templates to be used are available for download through this link: 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 (BHROD-SED) through landline (02) 8633-5397 or email 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



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