



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

**Office of the Schools
Division Superintendent**

July 8, 2025

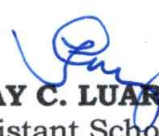
DIVISION MEMORANDUM

No. **420**, s. 2025

**TEACHING WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS NOS. 002 AND
005, S. 2024**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
All Others Concerned

1. Attached is the Regional Memorandum no. 0637, s. 2025, titled, Teaching Workload Policy Toolkit for DepEd Orders Nos.002 and 005, s. 2024, which is self-explanatory.
2. The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>.
3. Immediate dissemination and compliance to this Memorandum is directed.


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

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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0637** s. 2025

3 n JUN 2025

**TEACHING WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS NOS. 002 AND 005,
S. 2024**

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

1. This Office is hereby disseminating the enclosed Memorandum DM-OUHROD-2025-1641 titled "**Teacher Workload Policy Toolkit for DepEd Orders Nos. 002 and 005, s. 2024**" providing all field offices of a policy toolkit intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation.
2. The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025> . Likewise, the Teaching Load Simulator for Strengthened SHS Curriculum may be accessed at: tinyurl.com/SSHSSimulator.
3. For more details, kindly refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/ASD/IFC/arc



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-1641

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS**

ATTENTION : **OFFICE OF THE ASSISTANT SCHOOLS DIVISION
SUPERINTENDENT**

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

SUBJECT : **TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS
NOS. 002 AND 005, s. 2024**

DATE : 25 June 2025

This Office issues the **Teacher Workload Policy Toolkit** in support of the effective implementation of DepEd Order No. 002, s. 2024, *Removal of Administrative Tasks from Teachers*, and DepEd Order No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*.

This **policy toolkit** is intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation. It includes step-by-step guides, sample templates, frequently asked questions, and illustrative scenarios to support implementation. Further, the toolkit also provides for a **Teaching Load Simulator** for Pilot Schools implementing the **Strengthened SHS Curriculum**.

The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>. Likewise, the **Teaching Load Simulator** for **Strengthened SHS Curriculum** may be accessed at: tinyurl.com/SSHSSimulator.

The **Office of the Assistant Schools Division Superintendent** is requested to ensure the widest dissemination of this toolkit to all public elementary and secondary schools within their respective Schools Division Offices (SDOs).

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.

cc: *Office of the Secretary*



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