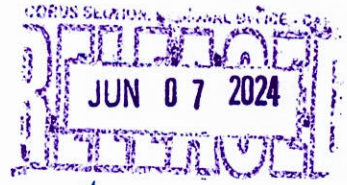




Republic of the Philippines
Department of Education
CARAGA REGION



June 6, 2024

REGIONAL MEMORANDUM
No. 0564, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-1045 ENTITLED
POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024,
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC
SCHOOLS & PAYMENT OF THE TEACHING OVERLOAD

1. Attached is Memorandum DM-OUHROD-2024-1045 titled Policy Orientation on the DepEd Order No. 005, s. 2024 re: Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload dated May 31, 2024, issued by Wilfredo E. Cabral, Regional Director, Officer In-charge, Office of the Undersecretary, Human Resource and Organizational Development for your reference.
2. Anent, all Assistant Schools Division Superintendents, or their authorized representatives shall attend the orientation on June 17-19 (Batch1) at Diamond Suites and Residences located at No. 8 Apitong cor. Escario Sts., Cebu City per Advisory dated Jun 4, 2024.
3. Please be guided accordingly

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encl/s.: AS STATED
Reference/s: AS STATED
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS WORKLOAD ORIENTATION OVERTIME PAY

FTAD/apm
06/06/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
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2024-06-09127

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1045

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024,**
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS
AND PAYMENT OF TEACHING OVERLOAD

DATE : May 31, 2024

The Department of Education (DepEd) issued DepEd Order No. 005, s. 2024 or the *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*. This policy aims to cultivate a more conducive work environment by streamlining the teachers' day-to-day tasks, setting their official working hours, and providing guidelines for the payment of teaching overload.

In view of the above, the Human Resource and Organizational Development (HROD) Strand, through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct a policy orientation on the abovementioned DepEd Order **on June 17-21, 2024, at the Diamond Hotel, Cebu City.**

This activity aims to discuss and provide direction on the cascading of the policy's salient features, including the duties and responsibilities of the field offices, and to clarify common concerns and solicit feedback.

For administrative matters, please take note of the following:

1. Board and Lodging expenses of the participants shall be charged against **ATC No.: 2024-CO-00486** with activity code: **AC-24-BHROD-SED-GASS-024**. Kindly, refer to the table below for meals and lodging.

Note: Due to limited funding, the said program **cannot accommodate** special requests for early and extended board and lodging.

Day	Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Batch 1							
0	June 17				✓	✓	✓
1	June 18	✓	✓	✓	✓	✓	✓
2	June 19	✓	✓	✓			
Batch 2							
0	June 19				✓	✓	✓
1	June 20	✓	✓	✓	✓	✓	✓
2	June 21	✓	✓	✓			

- Hotel **check-in time** is at 2:00 PM, while **check-out** is at 12:00 NN.
- Travel Expenses of the participants shall be charged against their respective local funds subject to the usual government accounting and auditing rules and regulations.
- To confirm participant's attendance, kindly access this link: <https://bit.ly/DO5Orientation-Field> on or before **June 07, 2024**.

The following are also attached for your reference:

- Annex A: List of Expected Participants
- Annex B: Indicative Program of Activities

For concerns or queries, please contact **Mr. Medel Zarsuelo Jr.** or **Ms. Melanie Villareal** of the BHROD-SED through this landline number **(02) 8633-5397** or email at **bhrod.sed@deped.gov.ph**.

For your appropriate action.

LIST OF EXPECTED PARTICIPANTS**Attendees**

- DepEd Central Office Program Management Team
- One (1) representative from the Field Technical Assistance Division (FTAD)
- One (1) Assistant Schools Division Superintendent (ASDS), or any authorized representative

BATCH 1: June 17-19, 2024		
Region	SDO Participant	RO Participant
I	14	1
II	9	1
IV-A	23	1
IV-B	7	1
VI	21	1
X	14	1
XII	8	1
CARAGA	12	1

BATCH 2: June 19-21, 2024		
Region	SDO Participant	RO Participant
III	21	1
V	13	1
VII	20	1
VIII	13	1
IX	8	1
XI	11	1
CAR	8	1
NCR	16	1

DepEd Central Office Program Management Team

OFFICE/BUREAU/DIVISION	No. of Participant
Office of the Undersecretary for Human Resource and Organizational Development	1
Bureau of Human Resource and Organizational Development (BHRD) – Office of the Director	1
BHRD – School Effectiveness Division	6
BHRD – Personnel Division	1
Public Affairs Service	1

INDICATIVE PROGRAM OF ACTIVITIES
BATCH 1: June 17-19, 2024

Day 0 (June 17, 2024, Monday) – Arrival / Check-in (2:00 PM onwards)		
Day 1 (June 18, 2024, Tuesday)		
Start	End	Activity
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	Session 1: Context Setting
10:00 AM	10:30 AM	Session 2: Key Provisions of DepEd Order No. 002, s. 2024
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers a. Teacher Work Hours b. Redefining Teacher Workload • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> Session 2: Key Provisions of DepEd Order No. 005, s. 2024
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	Session 1 and 2 Processing/Open Discussion
3:00 PM	4:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits a. Payment of Teaching Overload • Key Parameters • Formula • Process Flow • Templates
4:00 PM	5:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits b. Grant of VSC • Key Parameters • Process Flow • Templates
5:00 PM		Day 1 Closing and Reminders for Day 2
Day 2 (June 19, 2024, Wednesday)		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	Session 4: Implementation Strategies a. CO-RO-SDO-School Strategy b. Roles and Responsibilities a. eSF7 Process Flow
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	Session 5: Field Implementation Plan a. Updates on the Regional Implementation Plan b. Discussion on Division Implementation Plan
10:30 AM	11:15 AM	Session 6: Processing and Ways Forward
11:15 AM	11:30 AM	Closing Program
11:30 AM - onwards		Lunch & Check-out

BATCH 2: June 19-21, 2024

Day 0 (June 19, 2024, Wednesday) – Arrival / Check-in (2:00 PM onwards)		
Day 1 (June 20, 2024, Thursday)		
Start	End	Activity
8:00 AM	8:30 AM	Registration
8:30 AM	8:45 AM	Opening Program
8:45 AM	9:00 AM	Overview of Program
9:00 AM	9:15 AM	Opening Remarks
9:15 AM	10:00 AM	Session 1: Context Setting
10:00 AM	10:30 AM	Session 2: Key Provisions of DepEd Order No. 002, s. 2024
10:30 AM	10:45 AM	HEALTH BREAK
10:45 AM	12:00 NN	Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers a. Teacher Work Hours b. Redefining Teacher Workload • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
12:00 NN	1:00 PM	LUNCH BREAK
1:00 PM	2:15 PM	<i>Continuation</i> Session 2: Key Provisions of DepEd Order No. 005, s. 2024
2:15 PM	2:30 PM	HEALTH BREAK
2:30 PM	3:00 PM	Session 1 and 2 Processing/Open Discussion
3:00 PM	4:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits a. Payment of Teaching Overload • Key Parameters • Formula • Process Flow • Templates
4:00 PM	5:00 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits b. Grant of VSC • Key Parameters • Process Flow • Templates
5:00 PM		Day 1 Closing and Reminders for Day 2
Day 2 (June 21, 2024, Friday)		
8:30 AM	9:00 AM	Opening Program
9:00 AM	9:30 AM	Session 4: Implementation Strategies a. CO-RO-SDO-School Strategy b. Roles and Responsibilities c. eSF7 Process Flow
9:30 AM	9:45 AM	HEALTH BREAK
9:45 AM	10:30 AM	Session 5: Field Implementation Plan a. Updates on the Regional Implementation Plan b. Discussion on Division Implementation Plan
10:30 AM	11:15 AM	Session 6: Processing and Ways Forward
11:15 AM	11:30 AM	Closing Program
11:30 AM - onwards		Lunch & Check-out



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Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Office of the Director

ADVISORY

June 04, 2024

In relation to **DM-OUHROD-2024-1045** titled **Policy Orientation on the DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload** which is scheduled on June 17-21, please be informed that the official venue of the orientation is at:

Diamond Suites and Residences located at **No. 8 Apitong cor. Escario Sts., Cebu City 6000.**

For concerns or queries, please contact **Mr. Medel Zarsuelo Jr.** or **Ms. Melanie Villareal** of the BHRD-SED through this landline number **(02) 8633-5397** or email at bhrod.sed@deped.gov.ph. For your information and guidance.

Thank you.

ATTY. RESTY C. OSIAS, LLM., CESO IV

Director IV

Bureau of Human Resource and Organizational Development