




DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

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Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

04 July 2024

DIVISION MEMORANDUM
No. 328 s. 2024

**DIVISION ORIENTATION ON DEPED ORDER NO. 5, S. 2024,
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND
PAYMENT OF TEACHING OVERLOAD**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Central School Principals and Secondary School Heads
All Others Concerned

1. Cognizant to Department Order No. 005, s.2024 entitled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, this Office announces the conduct of one-day Division Orientation on July 13, 2024, 8:00 AM to 5:00 PM. The venue will be announced thru an Advisory.
2. The participants to this activity are the following:
 - 20 - Public Schools District Supervisors
 - 20 - Central School Principals
 - 43 - Secondary School Principals
 - 8- Division Program Management Team
3. The activity aims to discuss salient features and information gathered from the National Orientation conducted by the Human Resource and Organizational Development (BROD) Strand through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) in providing direction on the cascading of the policy's salient features, including the duties and responsibilities of the concerned field offices, and to clarify common issues and concerns.
4. As stipulated in letter D, Number 3 of the above-mentioned DepEd Order, The Schools Division Office is tasked to do the following:

Office of the Schools Division Superintendent:

- a. Ensures overall adherence of schools and evaluates the impact of the implementing guidelines of the Policy.

School Governance and Operations Division (SGOD)

- a. Orients, capacitates, and provides appropriate and timely technical assistance to teachers who shall perform the teaching-related assignments;
- b. Consolidates eSF7 and submits to the Regional Office;
- c. Addresses school queries and concerns in relation to the implementation of this Policy;
- d. Monitors and evaluates the compliance with this Order; and



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- e. Provides technical assistance to schools based on the results of monitoring and evaluation.

Administrative Unit – Personnel Section

- a. Monitor schools' compliance to the documentary requirements for the payment of teaching overload; and
- b. Ensures strict compliance with the deployment and prescribed workload for school-based personnel by conducting personnel and workload audits in coordination with the Planning and Research Section.

Finance Unit

- a. Ensures efficiency in the payment of teaching overload and prepares the budget utilization report on a semi-annual basis.

5. There will be a registration of six hundred pesos only (Php 660.00) per participant to defray payments for meals, lunch and two (2) snacks AM & PM.

6. The Training Matrix and Division Program Management Team is found in Enclosure No. 1 of this Memorandum.

7. Transportation and other expenses that may be incurred in the participation to this orientation shall be charged against school MOOE and other available local funds subject to the usual accounting and auditing rules and regulations.

8. Since July 13, 2024, falls on a Saturday, all participants are entitled to one (1) day Compensatory Time-Off (CTO) pursuant to CSC-DBM Joint Circular No. 02, s. 2015 dated November 25, 2015 (Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees).

9. Immediate and widest dissemination of this Memorandum is directed.


SOCORRO V. DELA ROSA
Schools Division Superintendent

Encls: As stated.

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

DIVISION ORIENTATION ON DEPED ORDER NO. 5, S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS
AND PAYMENT OF TEACHING OVERLOADCID/GBP
07/04/2024



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Enclosure No. 1 to Division Memorandum No. 228 s. 2024

TRAINING MATRIX

DIVISION ORIENTATION ON DEPED ORDER NO. 005, S. 2024
(Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload)

DATE : JULY 13, 2024

VENUE : TBA

TIME		SESSIONS	FACILITATOR
8:00AM	8:30AM	Registration	PMT
8:30AM	9:00AM	Opening Program	PMT
9:00AM	9:30AM	Overview of the Program	Gina L. Custodio EPS
9:30AM	10:15AM	Session I- Context Setting	Cecile C. Ferro ASDS
10:15AM	11:00AM	Session 2- Key Provision of DepEd Order No. 002, 2.2024	Romel G. Petajen CID, Chief
11:00AM	12:00AM	Session 3- Provisions of DepEd Order No. 005 s. 2024	Gina L. Custodio EPS
11:45AM	12:00NN	Open Forum	
12:00NN	1:00PM	Lunch Break	
1:00PM	1:45PM	Session 4-A Process for the Payment of Teaching Overload and Grant of Vacation Service Credits	Angelo James O. Aguinalde Division Accountant III
1:45PM	2:30PM	Session 4-B Process for the Payment of Teaching Overload and Grant of Vacation Service Credits	Marichelle B. Llave AO-IV- HRMO
2:30PM	3:15PM	Session 5- Implementation Strategy	Mary Jean S. Romero SGOD Chief
3:15PM	4:00PM	Session 6- Processing and Ways Forward	Rey C. Bonayon Planning Officer
4:00PM	5:00PM	FAQs from CO, and Q&A	Gina L. Custodio EPS (Kindergarten/MG/PS)



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DIVISION PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Cecile C. Ferro	Assistant Schools Division Superintendent
Romel G. Petajen	Chief Education Supervisor-CID
Mary Jean S. Romero	Chief Education Supervisor-SGOD
Gina L. Custodio	EPS (Kindergarten/ Multigrade)
Angelo James O. Aguinalde	Accountant III (Finance)
Eva S. Tolentino	Admin Officer V (Admin)
Marichelle B. Llave	Admin Officer IV (Personnel)
Jogene Alilly C. San Juan	PDO II
Rey C. Bonayon	Planning Officer



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