



Republic of the Philippines  
Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Office of the Regional Director

April 3, 2025



**REGIONAL MEMORANDUM**

No. 185, s. 2025

**REMINDER ON THE PROCESSING OF PAYMENT FOR TEACHING OVERLOAD  
FOR THE FIRST QUARTER OF FISCAL YEAR (FY) 2025 AND  
SUBMISSION OF REQUIRED DOCUMENTS FOR THE  
FUNDING RELEASE TO SDOs**

**TO:** Schools Division Superintendents  
Assistant Schools Division Superintendent  
Chief, Administrative Services Division  
Chief, Finance Services Division  
Regional and Division Accountants  
Regional and Division Budget Officers  
Division Administrative Officers V  
Regional and Division Personnel Officers  
All Others Concerned

1. As per attached DM-OUHROD-2025-085 dated March 28, 2025, Re: Reminder on the Processing of Payment for Teaching Overload for the First Quarter of Fiscal Year (FY) 2025 and with reference to DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024, all Regional Offices and Schools Division Offices are reminded to process the payment for Teaching Overload of eligible teachers for the First Quarter of FY 2025 (January to March 2025).
2. In compliance with the aforementioned issuances, and since the funding for the payment of Honoraria for Teaching Overload is lodged in the Regional Office under the Administration of Personnel Benefits, all SDOs are required to submit the following certified data to this Regional Office through the Personnel Section, Administrative Services Division:
  - a. The required funds for the payment of teaching overload for the first quarter of FY 2025, based on the actual data due for payment.
  - b. Estimated funding requirements for the payment of teaching overload for the remaining quarters (2nd to 4th quarter) of Calendar Year (CY) 2025.
3. Please note that the deadline for the submission of these documents and requests is **April 11, 2025**. Failure to comply with the submission timeline may result in delays in the processing and release of funds.
4. The Regional Personnel Section is responsible for checking the submitted required documents and requesting authority to download the funds through the Budget Section, Finance Services Division.
5. Timely submission of the required documents is crucial to ensure the smooth processing and prompt payment of teaching overload for the first quarter and subsequent quarters of FY 2025.
6. For strict compliance.

Digitally signed by Legaspi Ruth Fuentes  
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**RUTH L. FUENTES, CESO III**  
Regional Director

FIN/PSDC/LGP/svc/RM  
008/April 3, 2025



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### 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 1<sup>st</sup> Quarter, FY 2025 following the required formats to BHROD-SED on or before **May 30, 2025** through email address at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph):

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

The relevant templates to be used are available for download through this link: [bit.ly/TeacherWorkload\\_ToolsandProcedure](https://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](mailto: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*