



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION MEMORANDUM

No. 186 s., 2024.

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Legal Officer, Administrative Officer V, Unit Heads
All Public Elementary, JHS and SHS School Heads

From: 
GAUDENCIO C. ALJIBE, PhD, CESO VI
Schools Division Superintendent

Subject: **POLICY ORIENTATION ON THE DEPED ORDER NO. 05, S. 2024,
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS
AND PAYMENT OF TEACHING OVERLOAD**

Date: **June 24, 2024**

1. The Department of Education (DepEd) issued DepEd Order No. 5, s. 2024 on 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.
2. Anent to this, DepEd Division of Northern Samar through the Office of the Assistant Schools Division Superintendent shall conduct a policy orientation on the above mentioned DepEd Order on July 12, 2024, at the venue to be announced later.
3. This activity aims to discuss and provide direction on the policy's salient features, including the duties and responsibilities of the field offices, and to clarify common concerns and come up with one common understanding of the DepEd Order.
4. Participants in this activity are **ALL School Heads** (Principals, Head Teachers, TICs) of both Elementary, Junior High School, and Senior High School and the selected key personnel of the Schools Division Office. This MEMO shall serve as a **TRAVEL ORDER** of the participants.
5. Meals and other incidental expenses related to this activity shall be charged against Division MOOE while the travel expenses to be incurred by the School Heads shall be charged from their school MOOE subject to the usual accounting rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are highly desired.



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Annex A

INDICATIVE PROGRAM OF ACTIVITIES
July 12, 2024

Time	Activity	Resource Person
8:00 - 9:00	Opening Program	HERS & PAT
9:00 - 9:30	Context Setting	
9:30 -10:30	Session 1: Key Provisions of DepED Order No. 002, s. 2024	MICHELLE CAGUIMBAL
10:30 - 12:00	Session 2: Key Provisions of DepED Order No. 005, s. 2024 a. Teacher Work Hours b. Redefining Teacher Workload > Teaching Load > Teacher Ancilliary Tasks > Teaching-Related Assignments > Teaching Overload	REY BULAWAN
12:00 - 1:00	HEALTH BREAK	
1:00 - 2:00	Session 3: Payment of Teaching Overload and Grant of Vacation Service A. Payment of Teaching Overload > Key Parameters > Formula > Process Flow > Templates	NOE HERMOSILLA
2:00 - 2:30	Implementation Strategies a. Roles and Responsibilities b. eSF7 Process Flow	SYLVIA VILLANUEVA
2:30 - 4:00	Open Discussion/Ways Forward	
4:00 - 5:00	Home Sweet Home	

To be indicated in the Perpetual Index under the following subjects:
MANAGEMENT DEXECOM. MANCOM