



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

JUN 24, 2024

DIVISION MEMORANDUM

No. 382, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Relevant to Department of Education (DepEd) Order No. 5, 2024 re Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, this Division is pleased to announce the conduct of Division Orientations on **June 21, 2024, for School Heads** and on **June 27 & 28, 2024**, for Schools Division Office (SDO) Personnel. The orientations will be held at Acacia Hotel, Bacolod City, and the Division Conference Hall, respectively.

2. Details of the Orientation:

Orientation for School Heads

Date : June 21, 2024
Venue : Acacia Hotel, Bacolod City
Participants : All School Heads within the division
Objective : To provide an overview of the recent DepEd Order No. 005, s. 2024, which rationalizes teachers' workload in public schools and sets guidelines for the payment of teaching overload. The orientation also aimed to discuss strategies for implementing this policy at the school level.

Orientation for SDO Personnel

Date : June 27, 2024
Venue : Division Conference Hall
Participants : School Administrative Officer IIs

Date : June 28, 2024
Venue : Division Conference Hall
Participants : Budget Officer, Accountant, Admin Officer, HRMO, Public Schools District Supervisors, Education Program Supervisors, Chief CID, and SGOD

Objectives : To ensure that key personnel in the Schools Division Office, School Administrators and Admin Officers are fully informed about the policy changes and





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are prepared to support school heads in the effective implementation of the new workload rationalization guidelines. This session also aimed to clarify roles, responsibilities, and address any administrative concerns.

3. The above-mentioned orientations will include in-depth discussions on the following key points:

- The main features of DepEd Order No. 005, s. 2024.
- Duties and responsibilities of field offices and school heads.
- Guidelines for the payment of teaching overload.
- Addressing common concerns and gathering feedback.

4. The following are the details for Administrative Matters:

Board and Lodging:

School Heads : Add On Session on DRRM Contingency Planning Fund
SDO Personnel : Not Applicable (Live out)

Travel Expenses : If applicable, this will be charged against respective funds, following government accounting and auditing rules and regulations.

Confirmation of Attendance: Office of ASDS

5. For further inquiries, please contact Mr. Edlyn H. Manatad, Admin Staff of the Office of the ASDS at 09468363211

6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

7. Immediate dissemination of and compliance with this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 

Enclosure : Program of Activities
Reference: As stated

To be included in the Perpetual Index Under the following subjects:
TEACHERS WORKLOAD



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Program of Activities for Division Orientation

DepEd Order No. 5, s. 2024
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC
SCHOOLS AND PAYMENT OF TEACHING OVERLOAD

Orientation for School Heads

Date: June 21, 2024

Venue: Acacia Hotel, Bacolod City

8:00 AM - 8:30 AM

Registration and Welcome Snacks

8:30 AM - 9:00 AM

Opening Program

- Invocation
- National Anthem
- Welcome Remarks by Schools Division Superintendent

9:00 AM - 9:30 AM

Keynote Address

- RD / Usec. Wilfredo E. Cabral (AVP)

9:30 AM - 10:00 AM

Introduction to DepEd Order No. 005, s. 2024

- Overview of Policy & Context Setting (DO#2, s. 2024) by OIC ASDS Dr. Mark Anthony J. Tan

10:00 AM - 10:15 AM

Morning Snack Break

10:15 AM - 11:00 AM

Key Provision of DO#2 & DO#5, s.2024 Rationalization of Teachers' Workload

- Detailed Discussion by OIC ASDS Dr. Mark Anthony J. Tan

11:00 AM - 12:00 NN

Guidelines & Processes for Payment of Teaching Overload & VSC

- Presentation by OIC ASDS Dr. Mark Anthony J. Tan

12:00 NN - 1:00 PM

Lunch Break

1:00 PM - 3:00 PM

Roles and Responsibilities of School Heads

- Interactive Session with Admin Officer and Public Schools District Supervisors

3:00 PM - 3:15 PM

Afternoon Snack Break

3:15 PM - 4:00 PM

Common Concerns and Feedback Session

- Open Forum with Participants

4:00 PM - 4:30 PM

Closing Program

- Synthesis and Next Steps
- Closing Remarks

4:30 PM

End of Program



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Venue: Division Conference Hall

8:00 AM - 8:30 AM

Registration and Welcome Snacks

8:30 AM - 9:00 AM

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- Roles of SDO Personnel by OIC ASDS Dr. Mark Anthony J. Tan

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3:15 PM - 4:00 PM

Addressing Administrative Concerns

- Open Forum with Admin Officer V Noe B. Abdon

4:00 PM - 4:30 PM

Closing Program

- Synthesis and Next Steps
- Closing Remarks by Schools Division Superintendent

4:30 PM

End of Program