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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

04 AUG 2026

Division Memorandum

No. 004 s. 2026

**ORIENTATION ON DO 5 s. 2024: RATIONALIZATION OF DEPED WORKLOAD
IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads/OIC of Public Elementary and Secondary Schools

1. In line with the Department of Education's commitment to promoting teachers' welfare and ensuring the efficient delivery of quality basic education, this Office announces the conduct of orientation on **DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload** on August 7, 2026, 9:00 AM at SDO Conference Hall.
2. The activity aims to:
 - a. discuss the salient features of DO 5 s. 2024
 - b. provide a proper forum for useful feedback on the implementation of the guidelines; and
 - c. discuss the process on how to claim Teaching Overload
3. Participants of the said activity are school heads, administrative officers in the field and SDO Implementation Team.
4. Attached are the Program Flow (Annex A) and SDO Implementation Team (Annex B).
5. Immediate dissemination of this memorandum is desired.



VILMA D. EDA CESO V
Schools Division Superintendent



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Annex A: Program Flow

Time	Activity	Responsible
9:00-9:15 AM	Registration	HR Personnel
9:15-9:30 AM	Preliminaries	HR Personnel
9:30-10:30 AM	Key Provisions on DO 2 and DO 5 s. 2024	Atty. Kim R. Tagorda Attorney III
10:30-10:45 AM	Process on the Payment of Teaching Overload	Greatest Yeng C. Molina Administrative Officer IV
10:45-11:00 AM	Open Forum/Gathering of Feedback on the implementation of DO 5 s. 2024	Gloria Cabotaje Planning Officer III
11:00-11:15 AM	Awarding of Certificates	Top Management

Facilitator: Nenita Alviar, Administrative Assistant III
Vanessa Sinogo, Administrative Officer II

Annex B: SDO Implementation Team

Designation	Name	Position
Head	Vilma D. Eda, CESO V	Schools Division Superintendent
Chairman	Annie D. Pagdilao, CESO VI	Assistant Schools Division Superintendent
Members	Marie Christine L. Natividad	Chief Education Supervisor-CID
	Rodrigo Q. Reyes Jr.	Chief Education Supervisor-SGOD
	Daisy A. Ancheta	Administrative Officer V
	Greatest Yeng C. Molina	Administrative Officer IV
	Gloria Cabotaje	Planning Officer III
	Vanessa Sinogo	Administrative Officer II
	Christoper Michael Gasmen	Accountant III



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