



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

JUN 27 2024

DIVISION MEMORANDUM
NO. 164, s. 2024

**DIVISION LEVEL POLICY ORIENTATION ON THE DEPED ORDER NO. 005,
S. 2024 RE: RATIONALIZATION OF TEACHERS' WORKLOAD AND
PAYMENT OF TEACHING OVERLOAD**

To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Administrative Officer V
All Others Concerned

1. In compliance with Regional Memorandum No. 531, s. 2024, this Office shall conduct the Division Level Policy Orientation on the DepEd Order No. 005, S. 2024, Rationalization of Teachers' Workload and Payment of Teaching Overload on July 4 & 5, 2024, at the Gabaldon Building and New Division Conference Room, respectively, with the following participants:

Participants	Date	Venue
<ul style="list-style-type: none">School Heads from Districts I, II, & IIITechnical Working Group (TWG)Documenter & M&E Officers	July 4, 2024	Gabaldon Building
<ul style="list-style-type: none">School Heads from Districts IV & VTechnical Working Group (TWG)Documenter & M&E Officers	July 5, 2024	New Division Conference Room

2. The orientation aims to:
- discuss the key provisions of the DepEd Order;
 - provide direction on the implementation strategies particularly on the duties and responsibilities of the Field Offices; and
 - clarify common concerns and solicit feedback.
3. Enclosure No. 1 of this Memorandum comprises the list of participants. Enclosure No. 2 delineates the Composition of the Technical Working Group (TWG), tasked with ensuring the seamless and successful execution of the activity. Lastly, Enclosure No. 3 specifies the Indicative Program of Activities.
4. The snacks of the participants shall be charged against the Division MOOE Fund while the travel expenses and meals of the participants are chargeable against their respective School MOOE Funds subject to availability, usual accounting and auditing rules and regulations.



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5. It is understood that throughout the various activities related to this program, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that runs counter to the principles of equal opportunity, as stipulated in Division Memorandum No. 064, s. 2024, titled, "Guidelines on the Implementation of the Equal Opportunity Principle (EOP) in the Human Resource Management Systems of the Schools Division of Kabankalan City".
6. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For the SDS:

MA. TERESA P. GEROSO, CESO VI
Assistant Schools Division Superintendent
In-Charge of the Division



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Enclosure No. 1 to DM No. 164, s. 2024

**PARTICIPANTS TO THE DIVISION LEVEL POLICY ORIENTATION ON THE
DEPED ORDER NO. 005, S. 2024 RE: RATIONALIZATION OF TEACHERS'
WORKLOAD AND PAYMENT OF TEACHING OVERLOAD**

Venues: Gabaldon Building & New Division Conference Room

Dates: July 4 & 5, 2024 Time: 7:00 AM – 5:00 PM

Name	Designation/Station
1. Michell L. Acoyong, CESO VI	OIC-SDS
2. Ma. Teresa P. Geroso, CESO VI	ASDS
3. Junry M. Esparar PhD	CID Chief
4. Cecilia G. Abello PhD	SGOD Chief
5. Arnold S. Magdaet	Administrative Officer V
6. Meralie Mae B. Gualdrapa CPA, MBA	Accountant III
7. Lyn Rose E. Otea	Budget Officer
8. Chris G. Erabon	HRMO
9. Julieta V. Gempison, PhD	EPS - SGOD
10. Eulyne D. Lucerna	SEPS - HRD
11. Jonalyn A. Dela Cerna	SEPS – SMM&E
12. Kean Von G. Yupracio	EPS II - HRD
13. Aldrin T. Ballentos	EPS II – SMM&E
District I	
1. Jesusa G. De la Paz	PSDS
2. Jacqueline B. Dagunan	PSDS
3. Teto C. Pilar	ERAMS-East
4. Rowena T. Valdesimo	Casipsipan ES
5. Leo M. Managuit	Hilamonan ES
6. Norry S. Puentespina	Lorenzo Zayco ES
7. Denrose L. Entierro	DC Gurrucharri MS
8. Joemarie G. Canlog	Balisong ES
9. Jason M. Bayadog	Basak ES
10. Ma. Gina A. Cordero	Bugtong ES
11. Rhodora P. Castel	Orong ES
12. Teresita T. Cadagat	Tan-awan ES
13. Archy Mar P. Aguilar	Bino ES
14. Rosslyn Mabasa	Kabankalan NHS
15. Gelmer T. Española	Tan-awan NHS



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District II	
1. Anne Yvonne B. Vingno	PSDS
2. Saturnino T. Pabalinas, Jr. PhD	PSDS
3. Orlic J. Villanueva	ERAMS-West
4. Ben T. Villanueva	Camansi ES
5. Lodevico S. Calatrava	Camugao ES
6. Erpie G. Pallasan	Balagtingon ES
7. Rey R. Cajilig	SONEDCO ES
8. Mary Nove Joy F. Perseverancia	Tampalon ES
9. Michael J. Tagamolila	Yanog ES
10. Anthony Jones V. Garzon	Cara-an ES
11. Rosalinda M. Gazon	Amian ES
12. Rusty R. Mapa	Kabanyohan ES
13. Rommel V. Villaran	Magtongtong ES
14. Raul A. Mambalos	Matama ES
15. Mary Anne S. Ayalin	Camansi NHS
16. Leonardo Ordoñez, Jr.	Tampalon NHS
District III	
1. Larlin Q. Quirit	PSDS
2. Miguel G. Peñaranda, III	PSDS
3. Benjie F. Gonzales	Binicuil ES
4. Christine D. Caligner	Daan Banua ES
5. Lira R. Varona, PhD	Linao ES
6. John P. Oyog	Salong ES
7. Jennefer M. Mahasol	Jose Peralta MS
8. Mary Ann Bandojo	Tapi ES
9. Celso G. Graciadas, Jr.	Dacongogon ES
10. Eufemia D. Garnica	Dr. Pablo Torre ES
11. Irish Mae Zerna	Candiacap ES
12. Jennelyn M. Jarmillos	Magballo ES
13. Ma. Teresa P. Yana	San Jose ES
14. Rebecca S. Adla-on	Calabasahan ES
15. Ponciano G. Gepullano	Talubangi ES
16. Johnathan M. Gerangue	Binicuil NHS
17. Evelyn B. Atienza	Daan Banua NHS
18. Julia R. Laurico	Salong NHS
19. Julius S. Ongalon PhD	Tapi NHS
20. Maria Fe L. Lobaton	Magballo NHS



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21. Dinah T. Gatilago PhD	Talubangi NHS
District IV	
1. Jolly G. Gariando, Jr.	PSDS
2. Jerralyne E. Limaco	PSDS
3. Rosemarie S. Soreño	Bantayan ES
4. Gerly B. Tapio	Mambaog PS
5. Ariel A. Tantiado	Tabugon ES
6. Shybel T. Bacolina	Pangyasan PS
7. Daisy T. Fernando	Inapoy ES
8. Rhea S. Espartero	Piliopiliohan ES
9. Kristine M. Barbasa	Pinaguinpinan ES
10. Edwin R. Talusay	Tagoc ES
11. Laurence T. Vallega	Sampac PS
12. Jim D. Gualingco	Baras Diutay ES
13. Wenceslao D. Pineda, Jr.	Camandaan PS
14. Vicente P. Bianan	Locotan ES
15. Eva C. Gavadal	Banman PS
16. Jan Verlen C. Jopanda	Lowag ES
17. Chuchie R. Dupo	Nursery ES
18. Barbara P. Gonzalez	Mamig PS
19. Gigi A. Grullo	Pacao ES
20. Ma. Roda S. Turabilla	Sagumayon PS
21. Mae R. Espayos	Ilan PS
22. Lorena S. Diaz	Tabugon NHS
23. Arlie G. Panag	Tabugon NHS Farm School
24. Rowena A. Dominguez	Tagoc NHS
25. Methylin T. Castillo	Inapoy NHS
26. Randy V. Relota	Pinaguinpinan NHS
27. Melvan B. Calumag	Bantayan NHS-Main
28. Lea S. Antoniego	BNHS-Baras Diutay Ext.
29. Airen R. Alipo-on	Locotan NHS
District V	
1. Mary Joan G. Dayon	PSDS
2. Faustino T. Padilla, Jr.	PSDS
3. Abner D. Docdocil	Oringao ES
4. James Tangga	Carol-an ES
5. Baby Jane T. Culasino	Hinapunan IS
6. Joe Glenn Q. Agravante	Pitgong ES



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7. Lenev P. Sorrosa	Colambo ES
8. Loreto F. Carian, Jr. PhD	NOAC ES
9. Ruben A. Saquian	Badiangay ES
10. Joel R. Pacheo	Camingawan ES
11. Girlie S. Locsin	Pres. Osmeña ES
12. Joemar M. Villafuerte	Ballo ES
13. Mary A. Nobles	Tagukon ES
14. Arceli G. Opeda	Mansumbil ES
15. Patric M. Española	Bula ES
16. Rogelio E. Vinson	Carol-an NHS
17. Nisa R. Talino	Bula NHS
18. Grycy P. Alagao	FGSNHS
19. Bercy E. Sapanza	Camingawan NHS
20. Marita T. Gualferio EdD	Tagukon NHS



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Enclosure No. 2 to DM No. 164, s. 2024

**COMPOSITION OF THE TECHNICAL WORKING GROUP ON DEPED ORDER
NO. 005, S. 2024 RE: RATIONALIZATION OF TEACHERS' WORKLOAD
AND PAYMENT OF TEACHING OVERLOAD**

Name	Position	Designation
1. Michell L. Acoyong, CESO VI	OIC-SDS	Chairperson
2. Ma. Teresa P. Geroso, CESO VI	ASDS	Co-Chairperson
3. Junry M. Esparar PhD	CID Chief	Member
4. Cecilia G. Abello PhD	SGOD Chief	Member
5. Arnold S. Magdaet	Administrative Officer V	Member
6. Meralie Mae B. Gualdrapa CPA, MBA	Accountant III	Member
7. Lyn Rose E. Otea	Budget Officer	Member
8. Chris G. Erabon	HRMO	Member
9. Julieta V. Gempison, PhD	EPS - SGOD	Member
10. Eulyne D. Lucerna	SEPS – HRD	Member



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Enclosure No. 3 to DM No. 169, s. 2024

INDICATIVE PROGRAM OF ACTIVITIES FOR THE DIVISION LEVEL POLICY ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD AND PAYMENT OF TEACHING OVERLOAD

Time	Activity
7:00 – 7:30 AM	Registration
7:30 – 7:45 AM	Opening Program
7:45 – 8:00 AM	Overview of Program
8:00 – 8:45 AM	Session 1: Context Setting
8:45 – 9:15 AM	Session 2: Key Provisions of DepEd Order No. 002, s. 2024
9:15 – 9:30 AM	HEALTH BREAK
9:30 – 10:45 NN	Session 2: Key Provisions of DepEd Order No. 005, s. 2024 Workload of Public Schol Teachers a. Teacher Work Hours b. Redefining Teacher Workload • Teaching Load • Teacher Ancillary Tasks • Teaching-related assignments • Teaching Overload
10:45 – 12:00 NN	Continuation Session 2: Key Provisions of DepEd Order No. 005, s. 2024
12:00 – 1:00 PM	LUNCH BREAK
1:00 – 1:30 PM	Session 1 and 2 Processing/Open Discussion
1:30 – 2:30 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits a. Payment of Teaching Overload • Key Parameters • Formula • Process Flow • Templates
2:30 – 2:45 PM	HEALTH BREAK
2:45 – 3:35 PM	Session 3: Payment of Teaching Overload and Grant of Vacation Service Credits b. Grant of VSC • Key Parameters • Process Flow • Templates
3:35 – 4:00 PM	Session 4: Implementation Strategies a. SDO-School Strategy b. Roles and Responsibilities c. eSF7 Process Flow
4:00 – 4:35 PM	Session 5: Field Implementation Plan b. Discussion on Division and School Implementation Plan
4:35 – 5:00 PM	Session 6: Processing and Ways Forward
5:00 PM	Closing Program