



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

July 19, 2024

DIVISION MEMORANDUM  
No. 473, s. 2024

**DIVISION ORIENTATION ROLLOUT ON THE DEPED ORDER NO. 05, s. 2024,  
RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC  
SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Public School Teachers  
All Others Concerned

1. In response to DepEd Order No. 005 s. 2024 known as the "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload", and the agreement during the recently concluded Division Orientation on the above-mentioned DepEd Order last June 27, 2024 at SDO Calbayog Conference Hall, every district is required to conduct an orientation rollout to schools before the opening of classes SY 2024-2025 that aims to streamline the teachers' day-to-day task, setting their official working hours, and providing guidelines for the payment of teaching overload.
2. In view of this, the Public Schools District Supervisors and School Heads shall conduct an orientation rollout on Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload on **July 23, 2024** at their respective districts.
3. The purpose of this activity is to discuss and provide direction on the policy's salient features, including the duties and responsibilities of schools and to clarify common concerns and solicit feedback.
4. The participants of this activity are the Public Schools District Supervisors, School Heads, Teachers and Non-teaching personnel of the schools.
5. Immediate dissemination and compliance of this memorandum are desired.

**MARGARITO A. CADAYONA PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:



**GRACE S. PAGUNSAN**  
Administrative Officer V  
Office In-Charge  
SO # 102 s. 2024



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

Website: <https://calbayogcity.deped.gov.ph/>