



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 <Schools Division of Bohol>

**Office of the Schools Division  
 Superintendent**

June 26, 2024

DIVISION MEMORANDUM

No. 296, s. 2024

**ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024 RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

TO: Assistant Schools Division Superintendents  
 Chiefs CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors /APSDS  
 Elementary and Secondary School Heads  
 All Others Concerned

1. This Office will conduct the **Division Orientation on the Deped Order No. 005, s. 2024 Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload** at Reynas the Haven and Gardens, Tagbilaran City in three (3) batches as follows:

Batch	Date & Time	Participants
1	July 1, 2024 8:00 AM to 5:00 PM	<b>From SDO:</b> 44 (EPSvrs, Section Heads, other SDO Personnel (please refer to the attached list)  <b>From the districts/schools – (24 districts Alburquerque to Dimiao:</b> 5 participants per district –1 PSDSs/APSDSs, 2 Elem. SHs, 1 AO II, 1 Bookkeeper)
2	July 2, 2024 8:00 AM to 5:00 PM	<b>From the districts/schools – (34 districts Duero to Valencia:</b> 5 participants per district –1 PSDSs/APSDSs, 2 Elem. SHs, 1 AO II, 1 Bookkeeper)
3	July 3, 2024 8:00 AM to 5:00 PM	201/All Secondary SHs (Principals/HTs/SICs)

2. This activity aims to discuss and provide direction on the cascading of the policy's salient features, including the duties and responsibilities of the field offices and to clarify common concerns and solicit feedback.



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3. The participants to this activity from the districts/schools will serve as PMT/facilitators during the District Orientation to be conducted within the 2<sup>nd</sup> week of July, 2024.
4. The division trained district facilitators/PMT headed by the Public Schools District Supervisor shall execute the necessary preparations to ensure its proper and successful conduct.
5. Education Program Supervisors are directed to monitor the activity and submit monitoring report.
6. A 1-day Compensatory Overtime Credit (COC) shall be granted to Program Management Team and SDO participants for the services rendered on July 1, 2024 Tagbilaran City- Charter Day (Holiday) as per existing guidelines.
7. A registration fee of Six Hundred Pesos (Php 600.00) for food (1 meal-lunch and 2 snacks) and venue shall be charged for each participant and PMT member. For PSDSs, EPSvrs, other SDO participants and PMT the amount shall be charged to the Division funds while for participants from the district and non IUs schools (Elem. SHs, AO II & Senior Bookkeepers) it shall be a shared registration in the amount of Two Hundred Seven Pesos and Forty Centavos (PhP 207.40) from the School MOOE of the non IUs schools to be deducted in July MOOE. The participants from IUs schools are required to pay (Php 600.00) at the SDO Cashier's Office on or before its conduct. Travel and incidental expenses shall be charged to Division/School MOOE, and/or other local funds. These relevant expenses shall be subjected to the usual government accounting and auditing rules and regulations.
8. This Memorandum also serves as Travel Order.
9. Immediate dissemination of, and compliance with this memorandum are directed.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent

## ORIENTATION ON THE DEPED ORDER NO. 005, S. 2024 PARTICIPANTS

<b>Batch 1 – July 1, 2024 SDO PARTICIPANTS</b>	
<ol style="list-style-type: none"> <li>1. Pablito D. Villalon</li> <li>2. Generosa T. Castillo</li> <li>3. Evelyn H. Codilla</li> <li>4. Jeanylette C. Ayson</li> <li>5. Grace P. Mendez</li> <li>6. Lope S. Hubac</li> <li>7. Josephine D. Eronico</li> <li>8. Wilfreda O. Flor</li> <li>9. Felix C. Galacio Jr.</li> <li>10. Gabina F. Ladaran</li> <li>11. Ma. Victoria M. Jaspe</li> <li>12. Victoriano C. Cimeni</li> <li>13. Lilian M. Baloria</li> <li>14. Felipe B. Platino Jr.</li> <li>15. Nicanora Gretli S. Fostanes</li> <li>16. Neil John Jabujab</li> <li>17. Elsa Hingpit</li> <li>18. Helen Rocamora</li> <li>19. Julia Macas</li> <li>20. Jerome Capuno</li> <li>21. Ma. Maulitte M. Yap</li> <li>22. Evelyn C. Marapao</li> </ol>	<ol style="list-style-type: none"> <li>23. Elizabeth J. Pido</li> <li>24. Angelette A. Remolador</li> <li>25. Aian B. Dolauta</li> <li>26. Marites M. Cimeni</li> <li>27. Mildred Piquero</li> <li>28. May D. Bastes</li> <li>29. Gerry S. Sagayno</li> <li>30. Florly C. Saturinas</li> <li>31. Celeste H. Bag-ao</li> <li>32. Ellen C. Vicoy</li> <li>33. Julcy Delmae D. Atup</li> <li>34. Isabel A. Culpa</li> <li>35. Dorothy Joy A. Tambis</li> <li>36. Arlene A. Aparicio</li> <li>37. Liza D. Crescencio</li> <li>38. Diane Cicely S. Jimenez</li> <li>39. Mariel Jo A. Lomarda</li> <li>40. Jose Alvin S. Hontucan</li> <li>41. Ma. Terma E. Digamon</li> <li>42. Michelle C. Pon</li> <li>43. Stephen Sabaña</li> <li>44. Marieta Castillon</li> </ol>
<p><b>Batch 1 – July 1, 2024: DISTRICT/SCHOOL PARTICIPANTS (24 districts- Albuquerque to Dimiao):</b> 5 participants per district – 1 PSDSs/APSDSs, 2 Elem. SHs, 1 AO II, 1 Senior Bookkeeper</p>	
<p><b>Batch 2 – July 2, 2024: DISTRICT/SCHOOL PARTICIPANTS (34 districts - Duero to Valencia):</b> 5 participants per district - 1PSDSs/APSDSs, 2 Elem. SHs, 1 AO II, 1 Senior Bookkeeper</p>	
<p><b>Batch 3 – July 3, 2024:</b> 201/All Secondary SHs (Principals/HTs/SICs)</p>	

### PROGRAM MANAGEMENT TEAM

<p>SDS Casiana P. Caberte ASDS Fay C. Luarez ASDS Eduardo A. Ompad CID Chief Carmela M. Restificar Jupiter I. Maboloc</p>	<p>Fermin M. Albutra Judith Apale Jean Saturinas Carla Joyce Arnejo Jean Raper</p>
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