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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2024- 781

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor- SGOD and CID
Elementary and Secondary School Heads
Administrative Officer V-Admin.
Administrative Officer IV-Personnel Section
Administrative Officer II in Schools
Administrative Assistant II and III in Schools
Teacher Association President

Subject: **ONLINE ORIENTATION FOR DEPED MEMORANDUM NO. 053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

Date: November 27, 2024

1. The Department of Education (DepEd) aims to promote and uphold the welfare of public school teachers by ensuring that their workload is fair and equitably distributed and adheres with the provision of Republic Act (RA) No. 4670 and that they receive the appropriate compensation for the services they render.
2. The Department released DepEd Memorandum (DM) No. 053, s. 2024, or the Implementation Guidelines for DO 005, s. 2024, which shall provide directions and further details on how DO 005, s. 2024 should be implemented, together with the tools and required processes, especially on the payment for teaching overload.
3. With this, an online orientation shall be conducted on November 28, 2024 at 1:30 to 4:30 in the afternoon. Orientation link will be sent thru the official group chat of school heads.
4. Objectives
 - a. To discuss salient features of DM 053, s. 2024 vis-à-vis DO 005, s. 2024; and
 - b. To clarify common concerns and solicit feedback.

5. Invited participants

GOVERNANCE LEVEL	ORIENTATION ON DM 53,s. 2024
School	• School Head • Administrative Officer II in school • Administrative Assistant II & III in school • Teacher Group President

6. For dissemination and appropriate action.

For and in the absence of the
Schools Division Superintendent

[Signature] 11/28/24
SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor *[Signature]* GOD
Officer-In-charge *[Signature]*

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED *[Signature]*
DATE: NOV 28 2024 TIME: 6:44
BY: *[Signature]*

INDICATIVE PROGRAM OF ACTIVITIES

Online Orientation on DM 53, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload

Time	Activity	Resource Person/s
1:00 PM-1:15 PM	• Prayer • Objectives of the Orientation • Program Flow • Online Meeting House Norms	HR Personnel
1:15 PM-1:25 PM	Opening Remarks	ASDS Maria Genevieve T. Francisquete, CESO VI
1:25 PM-1:45 PM	Session 1 • DO 5, s. 2024 Review of Salient Features	Video Recording from BHROD
1:45 PM-2:30 PM	Session 2: • Detailed guidelines on the distribution of teaching load • Parameters for performing teacher ancillary tasks outside school premises • Procedures on the designation of teaching-related assignments to teachers	Video Recording from BHROD
2:30 PM-3:20 PM	Session 3: • Process Flow for the Payment of Teaching Overload • Process Flow for the Grant of Vacation Service Credits (VSC) for Teaching-Related Assignments and select Teacher Ancillary Tasks	Video Recording from BHROD
3:20 PM-3:45 PM	Open Forum/Presentation of Frequently Asked Questions (DM 53s2024 Online Orientation)	HR Personnel