



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

September 18, 2025

DIVISION MEMORANDUM

No. 465, s. 2025

**SCHOOLS' SUBMISSION OF THE OMNIBUS DESIGNATION ORDERS FOR
SY 2025-2026 to SY 2026-2027
(In Compliance with DepEd Order No. 005, s. 2025 – Rationalization of
Teachers' Workload)**

To: Assistant Schools Division Superintendents
CID and SGOD Chief Education Program Supervisors
CID and SGOD Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. In line with DepEd Order No. 005, s. 2025, titled *"Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload"*, this Division issues the School Omnibus Designation Order to ensure equitable distribution of teaching and teaching-related tasks among school personnel.

2. The policy reiterates that:

- Teachers shall not be required to teach more than six (6) hours per day, in accordance with RA 4670 (Magna Carta for Public School Teachers). Teachers performing teaching-related assignments, duties, and responsibilities beyond regular work hours, whether within or outside the school premises, shall be granted with VSC subject to the guidelines provided herein or as defined by other DepEd issuances.
- In the designation of teaching-related assignments, School Heads shall consider the specialization of teachers who shall be assigned, along with their respective workloads. Teachers with less than six (6) hours of teaching load shall be prioritized in the designation to teaching-related assignments. They shall also consider the guidelines and requirements written in other existing policies related to the teaching-related assignments, which shall be designated to teachers.
- Designation of teaching-related assignments shall be enabled by a designation order from the school head, duly concurred by the teacher concerned. School shall prepare a list of teachers designated to perform teaching-related assignments and submit the same to the Office of the SDS for approval. The School Governance and Operations Division (SGOD) shall keep a copy for recording, monitoring, and work interfacing purposes. Teaching-related assignments must be reflected in the electronic School Form 7 (eSF7). This document shall serve as the basis for future management action and decisions on workload assignments or requests for additional manpower.



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

- Other teaching-related assignments arising from new programs from higher and within governance levels, whether internal initiatives or resulting from partnership with stakeholders, shall be subsumed in any of the categories mentioned under V.A.4.1 of the DepEd Order No. 005, s. 2025.
3. School Heads are directed to recommend and submit a School Omnibus Designation Order compliant with DepEd Order No. 005, s. 2025, (*see attached Enclosure No. 1*) that includes the teaching-related assignments in coordination with the Division Learning Area Supervisors (DEPSvrs.)
- School Coordinatorship (Reading/Literacy and Numeracy; Research; Special Needs Education; ICT; Guidance and Advocacy; Inclusive Education-ADM)
 - Trainer/Adviser (School Paper; Sports Development Programs; SELG/SSLG)
 - Chairmanship (Grade/Year Level; Learning Areas)
4. The following guidelines shall be observed:
- Designations must be aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
 - Priority shall be given to teachers with less than six hours of teaching load.
 - All designations must be documented and concurred by the designated personnel.
 - Teachers may perform ancillary tasks inside or outside school premises, with activities tracked via logbooks, locator slips, or certificates of undertaking.
5. The School Omnibus Designation Order must be submitted to the Office of the Schools Division Superintendent (OSDS) through the School Governance and Operations Division (SGOD) on or before September 25, 2025.
6. An Implementation Team, led by the Assistant Schools Division Superintendent, shall monitor compliance and provide technical assistance to schools.
7. The said Omnibus Designation Order is good for two School Years (SY 2025-2026 up to SY 2026-2027), unless revoked by this office upon the recommendation of the school head and subject to annual performance review of the designated personnel.
8. Immediate dissemination and strict compliance with this memorandum is directed.


CECILIA E. VALDERAMA, PhD

Asst. Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 1 to D.M. No. _____, s.2025

OMNIBUS DESIGNATION ORDER
SY 2025-2026 to SY 2026-2027

Name of School: _____
School Address: _____
District/Municipality: _____

The following personnel are hereby designated as Elementary/Secondary School Coordinators of the different areas and interest clubs/organizations stated below:

TEACHING RELATED- ASSIGNMENTS	NAME OF PERSONNEL	POSITION	DEPED E-MAIL ADDRESS	DUTIES AND RESPONSIBILITIES	CONFORME/SIGNATURE OF CONCERNED PERSONNEL
School Coordinator					
• Reading / Literacy					
• Numeracy					
• Research					
• Special Needs Education (SNED)					
• ICT Coordinator (Data Management)					
• ICT Coordinator (DCP Infrastructure)					



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

• Guidance and Advocacy						
• Inclusive Education (if applicable)						
Trainer / Adviser						
• School Paper (English)						
• School Paper (Filipino)						
• Sports Development Program						
• Supreme Secondary Learner Government (SSLG)						
Chairmanship						
• Grade 7						
• Grade 8						
• Grade 9						
• Grade 10						
• Grade 11						
• Grade 12						
• Filipino						
• English						



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com.ph>
Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

• Mathematics						
• Science						
• Araling Panlipunan						
• ESP						
• TLE						
• MAPEH						

As such, they are expected to perform the duties and functions appurtenant thereto and shall not receive additional compensation or any form of remuneration. Consistent with the Department of Education (DepEd) continuously strives to improve its systems and processes to ensure the effective delivery of quality education to all learners. This Omnibus Designation efficiently assigns personnel to various roles and responsibilities within the school system, compliant with DepEd Order No. 5, s. 2024 known as the Rationalization of Teachers' Workload in the Public Schools. Designated teachers are also authorized to render work beyond regular work hours and shall be granted equivalent Vacation Service Credits (VSC). The designation order shall be valid only for 2 years, School Year 2025-2026 up to 2026-2027.

Recommending Approval:

NAME OF SCHOOL HEAD
School Head

NAME OF PSDS
Public Schools District Supervisor

Approved:

CECILIA E. VALDERAMA, PhD
Asst. Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

Copy furnished/for checking: Office of the Schools Governance and Operations Division (SGOD) Approval Code: SGOD-ODO-No._____, s. 2025