



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

October 16, 2026

DIVISION MEMORANDUM

No. 464, s. 2026

**DIVISION VALIDATION OF TEACHERS' TEACHING OVERLOAD FOR THE
SUBMISSION OF REPORT ON THE HONORARIA FOR TEACHING
OVERLOAD**

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

1. Anent DM-OUHRODI-2026-3552 on the Submission of Utilization Reports for the Honoraria for Teaching Overload for the Second Quarter of Fiscal Year (FY) 2026, this Office, through the Curriculum Implementation Division, shall validate teachers' teaching overload to facilitate the Report on Honoraria for Teaching Overload. The schedule for validation is as follows:

Date	Venue	Validators
Elementary Level		
EDDIS 1 October 27, 2026	Pulilan Central School	Racquel D. Salazar All EDDIS PSDSs, select school heads and AO
EDDIS 2 October 27, 2026	Plaridel Central School	Anabell R. Palomo, PhD. All EDDIS PSDSs, select school heads and AO
EDDIS 3 October 27, 2026	San Rafael Central School	Marisa V. Ortega All EDDIS PSDSs, select school heads and AO
EDDIS 4 October 27, 2026	Marilao Integrated Central School	Priscila P. Iliscupidez, PhD. All EDDIS PSDSs, select school heads and AO
EDDIS 5 October 27, 2026	Cong. Erasmo R. Cruz Memorial Central School	Jonar C. David, EdD. All EDDIS PSDSs, select school heads and AO



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EDDIS 6 October 27, 2026	Matias Fernando Memorial School	Guillermo J. Flores, EdD. All EDDIS PSDSs, select school heads and AO
Secondary Level		
EDDIS 1 October 19, 2026	Sta. Peregrina HS	Revelyn L. Maniego, PhD. Agnes R. Bernardo, PhD.
EDDIS 2 October 27, 2026	Banga HS	Virgilio L. Laggui, PhD Francisco B. Macale
EDDIS 3 October 19, 2026	San Rafael Trade School	Dante S. Liongson, PhD. Ariston E. Manuel Jay-Arr V. Sangoyo, PhD.
EDDIS 4 and Tech-Voc Schools October 27, 2026	AFGBMTS	Joel I. Vasallo, PhD. Eleseo E. Godoy, PhD.
EDDIS 5 October 27, 2026	Virginia Ramirez HS	Perlita G. Pagdanganan, EdD. Marinella T. Pengson, PhD. Marilene G. Ramos, EdD.
EDDIS 6 October 26, 2026	Sta. Cruz HS	Cecilia S. Custodio, PhD. Anastacia N. Victorino, EdD.

- For clarification purposes, **DepEd Order No. 5, s. 2024**, titled **Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**, defines **Teaching Overload** as the actual classroom teaching in excess of the prescribed six (6) hours of actual classroom teaching in a day. The teaching overload shall not exceed two (2) hours a day or ten (10) hours a week. Furthermore, the **Teaching Load** in completing the six (6) hours per day or thirty (30) hours per week devoted to actual classroom teaching; Class Advising duties shall be treated as a teaching load equivalent to one (1) hour per day or five (5) hours a week, including the five (5) hours as the prescribed time for the Homeroom Guidance Program (HGP); and Remediation and Enhancement classes shall likewise be treated as a teaching load.
- For the purpose of the validation, if there are no teachers with teaching overload within the school, a **Certificate of NO TEACHING OVERLOAD among Teachers** shall be prepared and signed by the school head to be submitted to the Division Office at the HRMO Office.



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4. The following documents shall be used for the validation (These Forms are already forwarded to the PSDSs and EPSs):
 - Endorsement Memorandum
 - Certificate or List of Teachers with Teaching Overload (Monthly and Summary List)
 - Computation of Teaching Overload Pay
 - eSF 7
 - Daily Time Record
5. After the validation, all administrative officers/validators shall prepare the Payroll and Disbursement Voucher every month and district-consolidated in the elementary level, while in the secondary level it must be monthly and school-consolidated, together with the signed documents mentioned in item no. 4 of this Memorandum, and shall submit the documents to the Payroll Unit on or before November 6, 2026.
6. Teachers may choose the option of converting the teaching overload into **SERVICE CREDIT** instead of payment of the honorarium. Hence, a letter of request should be addressed to their school head requesting to claim service credit rather than honorarium for the said purpose.
7. In the case that a teacher acquires a teaching overload due to **RELIEVING DUTY** as indicated in the Certificate or List of Teachers with Teaching Overload, a letter of assignment shall be issued by the school head, duly signed by the teacher concerned, conforming to the assignment given, to be supported with an accomplishment report. This shall be reported on separate documents.
8. Payment of teaching overload shall be subject to the availability of funds.
9. This Memorandum shall serve as the travel authority of all validators.
10. Immediate and widest dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD., CESO VI
Schools Division Superintendent

References:

DM-OUHRODI-2026-3552 on the Submission of Utilization Reports for the Honoraria for Teaching Overload for the Second Quarter of Fiscal Year (FY) 2026
DO No. 5, s. 2024



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