

Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 833, s. 2025

15 DEC 2025

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PAYMENT OF  
TEACHING OVERLOAD TO ELIGIBLE TEACHERS FOR THE FOURTH QUARTER  
OF FISCAL YEAR (FY) 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
Unit and Section Heads  
All Others Concerned

1. Relative to DepEd Memorandum No. 053 s. 2024 and DepEd Order No. 005, s. 2024 entitled Implementation Guidelines for DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload), you are hereby directed to submit the documentary requirements in two (2) copies listed below:
  - a. Copy of approved eSF7
  - b. DTR and other applicable documents (Locator Slip/Certificate of Undertaking, etc.)
  - c. Endorsement Memorandum
  - d. List of teachers with teaching overload pay
  - e. Copy of approved Teachers Program
2. The deadline for submission will be on December 23, 2025, 12 noon at the SDO Records Unit.
3. Incomplete documentary requirements shall not be entertained.
4. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

Payment	Deadline
Teaching Overload	Submission

OSDS HRMU MDY/SubmissionforTeachingOverloadPay  
0079/December 12, 2025

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent



SDCB RECORDS UNIT

2520267



DepEd Batac City



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