



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 838, s. 2025

19 DEC 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 833 S. 2025 ON THE
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 Memorandum Circular No. 111 on the work suspension in all government offices on 29 December 2025 (Monday) and 2 January 2026 (Friday), the deadline for submission of documentary requirements for teaching overload pay is until 5pm today (19 December 2025).
2. All other information contained in previous Memoranda remains in effect.
3. 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
0090/December 19, 2025



SDCB RECORDS UNIT

2520890



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993