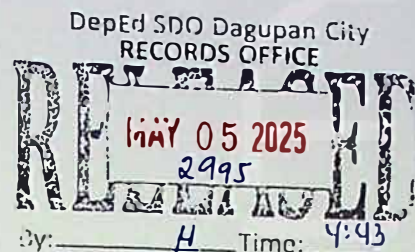




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division  
Superintendent

May 5, 2025

**DIVISION MEMORANDUM**

No. 194, s. 2025

**REITERATION OF DEPED ORDER NO. 053, S 2024 TITLED  
“IMPLEMENTATION GUIDELINES FOR DEPED ORDER NO. 5, S. 2024**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officers  
School Heads  
Teachers and Non-Teaching Personnel  
Others Concerned

1. This Office is reiterating the attached DepEd Order No. 53, s. 2024 titled “Implementation Guidelines for DepEd Order No. 5, s. 2024 otherwise known as the Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload.

2. The DepEd Order provides the process by which teachers can be compensated for work overload thru **teaching overload pay** or **vacation service credits**, whichever is applicable. Teachers who have more than 6 hours of actual teaching loads are entitled to teaching overload pay, while those who rendered teaching-related assignments or teacher ancillary tasks are entitled to vacation service credits.

3. The following are the required documents and timeline of submission for the processing of teaching overload pay and vacation service credits:

	Required Documents	Deadline of Submission
Teaching Overload Pay	1. eSF7	On or before the 15 <sup>th</sup> day of the month following the end of each quarter
	2. DTR and other applicable documents (Locator Slip / Certificate of Undertaking, etc.	
	3. Endorsement Memo	
	4. List of Teachers with Teaching Overload Pay	
Vacation Service Credits	1. Approved Designation Order of Teacher	As necessary
	2. Authority to Render Work Beyond Regular Work Hours	
	3. Individual Accomplishment Report	
	4. DTR	

4. For other details, please refer to DepEd Order No. 53, s. 2024.

5. Immediate dissemination of this memorandum is desired.

  
**ROWENA C. BANZON Ed.D, CESO V**  
Schools Division Superintendent



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