



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN



JUN 27 2025

DIVISION MEMORANDUM

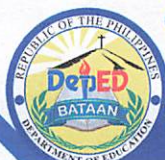
No. 266, s. 2025

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

1. This is to reiterate **DepEd Memorandum DM-OUHROD-2025-1641** on the Teacher Workload Policy Toolkit in support of the effective implementation of DepEd Order No.002, s. 2024, Removal of Administrative Tasks from Teachers, and DepEd Order No. 005 s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.
2. This Memorandum provides the necessary implementation guidelines to ensure that concerned offices adhere to the standards provided in the DepEd Memorandum.
3. Attached is a copy of the said Memorandum for further information.
4. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 208120



PHILIPPINE QUALITY STANDARD
COMMITMENT TO QUALITY MANAGEMENT LEVEL I
2022



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-1641

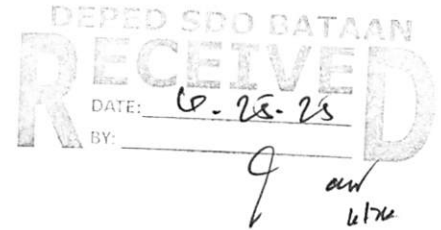
FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

ATTENTION : OFFICE OF THE ASSISTANT SCHOOLS DIVISION
SUPERINTENDENT

FROM : WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS
NOS. 002 AND 005, s. 2024

DATE : 25 June 2025



This Office issues the **Teacher Workload Policy Toolkit** in support of the effective implementation of DepEd Order No. 002, s. 2024, *Removal of Administrative Tasks from Teachers*, and DepEd Order No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*.

This **policy toolkit** is intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation. It includes step-by-step guides, sample templates, frequently asked questions, and illustrative scenarios to support implementation. Further, the toolkit also provides for a **Teaching Load Simulator** for Pilot Schools implementing the **Strengthened SHS Curriculum**.

The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>. Likewise, the **Teaching Load Simulator** for **Strengthened SHS Curriculum** may be accessed at: tinyurl.com/SSHSSimulator.

The **Office of the Assistant Schools Division Superintendent** is requested to ensure the widest dissemination of this toolkit to all public elementary and secondary schools within their respective Schools Division Offices (SDOs).

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

cc: Office of the Secretary