



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

JUN 02 2026

DIVISION MEMORANDUM
No. 245, s. 2026

**ONLINE ORIENTATION ON THE RATIONALIZATION OF WORKLOAD OF
PUBLIC SCHOOL TEACHERS AND GUIDELINES ON OVERLOAD AND
OVERTIME PAYMENT**

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

1. In line with the Department of Education's continuing efforts to promote teachers' welfare and ensure the proper implementation of policies governing teachers' workload and compensation, this Office announces the conduct of an Online Orientation on the Rationalization of Workload of Public School Teachers and Guidelines on Overload and Overtime Payment on June 3, 2026, at 9 AM via Microsoft Teams.
(<https://tinyurl.com/ONLINEORIENTATIONGUIDELINES>)
2. The activity aims to:
 - a. clarify existing policies and guidelines on the rationalization of teachers' workload;
 - b. discuss the allowable teaching and non-teaching assignments of public school teachers
 - c. provide guidance on the authorization, documentation and payment of overload teaching services
 - d. orient school heads and teachers on the requirements and procedures for claiming overtime compensation; and
 - e. address issues, concerns and frequently asked questions related to workload management and compensation.
3. Participants to this orientation are Schools Division Superintendent, Assistant Schools Division Superintendent, AOV-OIC HR, CID and SGOD Chief, Education Program Supervisors, Public Schools District Supervisors, Public Elementary and Secondary School Heads, Senior Bookkeepers and SDO Budget and Accountant.



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4. Immediate dissemination of and compliance with this Memorandum are desired.

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

*Enclosure as stated:
To be included in the Perpetual Index
Under the following subject:*

ASSIGNMENT/BENEFITS/PAYMENT

SERVICE/SUPERVISION/TEACHERS

TEACHING LOAD/WORK HOURS

CI6
June 1, 2026



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PROGRAM OF ACTIVITIES

National Anthem and Prayer - AVP

Roll Call- Dr. Edwin Riel Bermillo

Opening Remarks - Carolina S. Violeta, EdD, CESO V

Statement of Purpose - Jean A. Lintag

Orientation Proper – Jerry Dimla Cruz, DEM, CESO VI

Open Forum – Jean A. Lintag