



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 July 2026

DIVISION MEMORANDUM
No. **487**, s. 2026

REITERATION OF DEPED ORDER NO. 005, S.2024

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

1. Relative to **DepEd Order No. 005, s. 2024** titled **Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**, this Office reminds all School Heads to strictly comply with the provisions of the said DepEd Order.

2. In this regard, schools are reminded the following:

- Exercises fair, reasonable, and equitable distribution of teaching workload and overload, teaching-related assignments, and other workload of teachers using the eSF7, consistent with DepEd rules and regulations;
- In cases of teaching overload, consider the specialization requirements when assigning additional teaching loads;
- Continuously provides opportunities for teachers to develop professionally;
- Ensures strict compliance with the prescribed workload of teachers using eSF7; and
- Designation of teaching-related assignments shall be enabled by a designation order from the school head duly concurred by the teacher concerned. School shall prepare a list of teachers designated to perform for teaching-related assignments and submit the same to the Office of the SDS for approval.

3. In line with this, School Heads shall **submit the list of designated teachers** to the Office of the SDS for approval **on or before July 24, 2026**.

4. Likewise, all School Heads are directed to complete the survey, which will be used as part of the Office's monitoring and evaluation activities to assess compliance with and implementation of the provisions of the mentioned DepEd Order and to inform future policy and program improvements. The survey may be accessed through the following link: <https://tinyurl.com/depedorder5s2024im>.

5. For further queries and clarification, you may contact **Maria Corazon A. Borbon** at 09175071780 or maria.borbon@deped.gov.ph.



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6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 005, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
TEACHERS
TEACHING LOAD
WORK HOURS

SGOD- reiteration of deped order no. 005, s.2024
SGOQ6Q3E-005210/July 17, 2026