



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

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**Office of the Schools Division  
Superintendent**


July 7, 2025

DIVISION MEMORANDUM  
NO.: 411, s. 2025

**TEACHING WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS  
NOS. 002 AND 005, S 2024**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
All Public and Private Elementary Principals  
All Others Concerned

1. This Office, through the Curriculum Implementation Division, hereby disseminates Regional Memorandum No. 637, s. 2025 titled Teaching Workload Policy Toolkit for DepEd Orders Nos. 002 and 005, s. 2024.
2. For more details, please see enclosures.
3. For immediate dissemination and strict compliance.

*WDB*  
  
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/CID/JTB



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **0687**s. 2025

8 JUN 2025

**TEACHING WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS NOS. 002 AND 005,  
S. 2024**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
SDO HRMOs  
All Others Concerned

1. This Office is hereby disseminating the enclosed Memorandum DM-OUHROD-2025-1641 titled "**Teacher Workload Policy Toolkit for DepEd Orders Nos. 002 and 005, s. 2024**" providing all field offices of a policy toolkit 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.
2. 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](https://tinyurl.com/SSHSSimulator).
3. For more details, kindly refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STJ/FYA/ASD/IFC/arc



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DepEd Tayo Region VII

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## 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](https://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](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your appropriate action.

cc: *Office of the Secretary*