



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02
DOCS ID No:
062525036
Created by: Records
Date Created: 06/25/2025

DEPED REGIONAL OFFICE NO. 02
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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

DEPARTMENT OF EDUCATION
RECEIVED
DATE: 03 JUL 2025
TIME: 12:40
BY: [Signature]
DIVISION OF NUEVA VIZAYA

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

DepEd



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MEMORANDUM		Date: 07/03/25	Released/Recorded: [Signature]
To:	() PSDS/DICs	() Elem/Sec School Heads	
	() Private Schools	() Others:	
For:	() Information	() Dissemination	
	() Guidance	() Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	[Signature]	[Signature]	[Signature]

July 1, 2024

To: All Schools Division/City Superintendents
All Others Concerned

For information and guidance.

[Signature]

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director