



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 30, 2024

DIVISION MEMORANDUM
No. 504 , s. 2024

VALIDATION ACTIVITIES ON THE OPERATIONALIZATION OF
DEPED ORDER 05, s. 2024 TITLED RATIONALIZATION OF TEACHERS' WORKLOAD IN
PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

- Relative to DepEd Order No. 5, s. 2024 titled **Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**, this Office through the School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) will conduct validation activities on the rationalization of teachers' workloads this School Year 2024-2025.
- This activity aims to ensure the proper organization of classes and the appropriate distribution of teaching loads among teachers.
- The composition of the Division Monitoring Teams and the schedule of the monitoring activities are as follows:

Chairperson: Dr. Edna B. Azcarraga
OIC, Office of the CES, SGOD

Vice-Chairperson: Dr. Segundina F. Dollete
CES, CID

Secretariat: Romar Jaravelo
Jhean Mae Grace Lingco
Yzarda Claudette Ballera

No.	District	Date/ Time	Assigned Team
1	Cuartero	September 4, 2024 8:30 AM to 12:00 Noon	Salvador Dale Artates Andres Quiachon Dr. Lalain Delos Santos Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
2	Dao	September 4, 2024 1-5 PM	Salvador Dale Artates Andres Quiachon Dr. Lalain Delos Santos Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
3	Dumalag	September 4, 2024 8:30 AM to 12:00 Noon	Dr. Merlie Rubio Elenia Baranda Dr. Angel Payo Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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4	Dumarao	September 4, 2024 1-5 PM	Dr. Merlie Rubio Elenia Baranda Dr. Angel Payo Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator
5	Ivisan	September 4, 2024 8:30 AM to 12:00 Noon	Ronie Reteracion Dr. Merlie Rubio Dr. Fe Banez Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
6	Jamindan	September 5, 2024 8:30 AM to 12:00 Noon	Dr. Rolando Jamora Elenia P. Baranda Dr. Ma. Theresa Villagrancia Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
7	Maayon	September 5, 2024 8:30 AM to 12:00 Noon	Alan Vincent Altamia Andres Quiachon Dr. Calin Bernales Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator
8	Mambusao East	September 5, 2024 8:30 AM to 12:00 Noon	Dr. Ruth Gervero Salvador Dale Artates Dr. Reynaldo Azcarraga Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
9	Mambusao West	September 5, 2024 1-5 PM	Dr. Ruth Gervero Salvador Dale Artates Dr. Reynaldo Azcarraga Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
10	Panay	September 6, 2024 8:30 AM to 12:00 Noon	Dr. Sephora Roldan Dr. Rolando Jamora Zandy Caalam Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
11	Panitan	September 5, 2024 1-5 PM	Alan Vincent Altamia Andres Quiachon Dr. Calin Bernales Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator
12	Pilar	September 6, 2024 8:30 AM to 12:00 Noon	Ronie C. Reteracion Ruth C. Gervero Dr. Judith Tu Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator
13	Pontevedra	September 6, 2024 1-5 PM	Dr. Sephora Roldan Dr. Rolando Jamora Zandy Caalam Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
14	President Roxas	September 6, 2024 1-5 PM	Ronie C. Reteracion Ruth C. Gervero Dr. Judith Tu Dr. Marrgie Obligacion Romar Jaravelo District Planning Coordinator



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15	Sapian	September 4, 2024 1-5 PM	Ronie Reteracion Dr. Merlie Rubio Dr. Fe Banez Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
16	Sigma	September 5, 2024 1-5 PM	Dr. Rolando Jamora Elenia P. Baranda Dr. Ma. Theresa Villagrancia Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator
17	Tapaz East	September 6, 2024 8:30 AM to 12:00 Noon	Dr. Sephora Roldan Alan Vincent Altamia Dr. Lallaine Fundal Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
18	Tapaz West	September 6, 2024 1-5 PM	Dr. Sephora Roldan Alan Vincent Altamia Dr. Lallaine Fundal Ronald Dile Jhean Mae Grace Lingco District Planning Coordinator
19	Capiz NHS	September 9, 2024 1-5 PM	Dr. Sephora Roldan Dr. Rolando Jamora Zandy Caalam Eduardo Villafuerte Yzarda Claudette Ballera District Planning Coordinator

4. The templates to be used can be downloaded from <https://tinyurl.com/TemplatesDO1024>. School heads are required to accomplish the attached templates in advance, to be validated by the monitoring personnel during their onsite visit. Additionally, they are required to prepare their school SF 7 using the SF7 template, which can be downloaded from the link above.
5. To ensure the smooth conduct of the said activity, an **orientation** shall be held on **September 2, 2024, 9:00 AM at the CID Office**. Participants to this orientation are Education Program Supervisors, Public Schools District Supervisors, and selected SGOD personnel.
6. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: DepEd No. 05, s. 2024

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

SCHOOLS MONITORING CURRICULUM POLICY AMENDMENT



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

For Integrated Schools



Copy 1 – School File

Copy 2 – SDO File

Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

DISTRICT: _____
SCHOOL: _____
SCHOOL ID: _____
SCHOOL YEAR: _____

GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/S	NO. OF SHORTAGE/ NEED TEACHER/S	NO. OF EXCESS TEACHER/S	REMARKS
Kinder						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
TOTAL						

Prepared by:

Submitted:

AO II/COS

School Head

Validated by:

EPS

Public School District Supervisor

SGOD Personnel

Date: _____

For Secondary Schools



Copy 1 – School File

Copy 2 – SDO File

Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

DISTRICT: _____
SCHOOL: _____
SCHOOL ID: _____
SCHOOL YEAR: _____

GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/S	NO. OF SHORTAGE/ NEED TEACHER/S	NO. OF EXCESS TEACHER/S	REMARKS
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
TOTAL						

Prepared by:

Submitted:

AO II/COS

School Head

Validated by:

EPS

Public School District Supervisor

SGOD Personnel

Date: _____

For Elementary Schools



Copy 1 – School File

Copy 2 – SDO File

Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

DISTRICT: _____
SCHOOL: _____
SCHOOL ID: _____
SCHOOL YEAR: _____

GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/S	NO. OF SHORTAGE/ NEED TEACHER/S	NO. OF EXCESS TEACHER/S	REMARKS
Kinder						
Grade I						
Grade II						
Grade III						
Grade IV						
Grade V						
Grade VI						
TOTAL						

Prepared by:

Submitted:

AO II/COS

School Head

Validated by:

EPS

Public School District Supervisor

SGOD Personnel

Date: _____

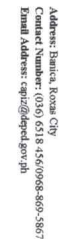


Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph

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Date: _____

SGOD Personnel



Address: Baritca, Roxas City
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Email Address: capiz@ddepd.gov.ph

Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

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SGOD Personnel

DepEd
MAAYTAG
Division Office - Marikina City
BAGONG PANGRAPAG



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Email Address: capiz@deped.gov.ph