

Republic of the Philippines

Department of Education

Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 30, 2024

DIVISION MEMORANDUM

No.5 0 4, 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

- 1. 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.
- 2. This activity aims to ensure the proper organization of classes and the appropriate distribution of teaching loads among teachers.
- 3. 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	Salvador Dale Artates						
		8:30 AM to 12:00 Noon	Andres Quiachon						
		0.00 110 12.00 110011	Dr. Lalain Delos Santos						
			Eduardo Villafuerte						
			Yzarda Claudette Ballera						
			District Planning Coordinator						
2	Dao	September 4, 2024	Salvador Dale Artates						
		1-5 PM	Andres Quiachon						
		1 0 1 111	Dr. Lalain Delos Santos						
			Eduardo Villafuerte						
			Yzarda Claudette Ballera						
			District Planning Coordinator						
3	Dumalag	September 4, 2024	Dr. Merlie Rubio						
		8:30 AM to 12:00 Noon	Elenia Baranda						
		0.00 1101 to 12.00 110011	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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SCHOOLS DIVISION OF CAPIZ

	Ъ	0-4-1-4 0004	Dr. Merlie Rubio
4	Dumarao	September 4, 2024	Elenia Baranda
		1-5 PM	Dr. Angel Payo
			Dr. Marrgie Obligacion
			Romar Jaravelo
			District Planning Coordinator
5	Ivisan	September 4, 2024	Ronie Reteracion
3	ivisaii		Dr. Merlie Rubio
		8:30 AM to 12:00 Noon	Dr. Fe Banez
			Ronald Dile
			Jhean Mae Grace Lingco
			District Planning Coordinator
6	Jamindan	September 5, 2024	Dr. Rolando Jamora
U	Jammuan		Elenia P. Baranda
		8:30 AM to 12:00 Noon	Dr. Ma. Theresa Villagracia
			Eduardo Villafuerte
			Yzarda Claudette Ballera
			District Planning Coordinator
7	Magyan	September 5, 2024	Alan Vincent Altamia
1	Maayon		Andres Quiachon
		8:30 AM to 12:00 Noon	Dr. Calin Bernales
			Dr. Marrgie Obligacion
			Romar Jaravelo
			District Planning Coordinator
8	Mambusao East	September 5, 2024	Dr. Ruth Gervero
0	Mambusao East		Salvador Dale Artates
		8:30 AM to 12:00 Noon	Dr. Reynaldo Azcarraga
			Ronald Dile
			Jhean Mae Grace Lingco
			District Planning Coordinator
9	Mambusao West	September 5, 2024	Dr. Ruth Gervero
9	Wallibusao west		Salvador Dale Artates
		1-5 PM	Dr. Reynaldo Azcarraga
			Ronald Dile
			Jhean Mae Grace Lingco
			District Planning Coordinator
10	Panay	September 6, 2024	Dr. Sephora Roldan
10	1 anay		Dr. Rolando Jamora
		8:30 AM to 12:00 Noon	Zandy Caalam
			Eduardo Villafuerte
			Yzarda Claudette Ballera
			District Planning Coordinator
11	Panitan	September 5, 2024	Alan Vincent Altamia
11		1-5 PM	Andres Quiachon
		1-9 LM	Dr. Calin Bernales
			Dr. Marrgie Obligacion
			Romar Jaravelo
			District Planning Coordinator
12	Pilar	September 6, 2024	Ronie C. Reteracion
12		8:30 AM to 12:00 Noon	Ruth C. Gervero
		0.30 AM to 12:00 Noon	Dr. Judith Tu
1			Dr. Marrgie Obligacion
			Romar Jaravelo
			District Planning Coordinator
13	Pontevedra	September 6, 2024	Dr. Sephora Roldan
10	Toncvena		Dr. Rolando Jamora
		1-5 PM	Zandy Caalam
			Eduardo Villafuerte
			Yzarda Claudette Ballera
			District Planning Coordinator
14	President Roxas	Sentember 6 2024	Ronie C. Reteracion
14	1 Testuetit Kuxas	September 6, 2024	Ruth C. Gervero
		1-5 PM	Dr. Judith Tu
			Dr. Marrgie Obligacion
1.0	1	1	
	1		Romar Jaravelo
			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 Villagracia 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 <u>Perpetual Index</u> under the following subjects:

SCHOOLS

MONITORING

CURRICULUM

POLICY

AMENDMENT





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For Integrated Schools



Copy 2 - SDO File

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Region VI – Western Visayas SCHOOLS DIVISION OFFICE - CAPIZ

	HOOL:									
SCF	HOOL ID:									
SCF	HOOL YEAR:									
GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/ S	NO. OF SHORTAGE/ NEED TEACHER/S	NO. OF EXCESS TEACHE R/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										
Prep	pared by:		Su	bmitted:						
	AO II/COS			School Ho	ead	-				
T 7 - 1	11.6.11									
Vali	idated by:									
Amenicanish	EPS	Public School	ol District Suj	SG	SGOD Personnel					
Date	e:									







For Secondary Schools

DISTRICT:



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Region VI – Western Visayas SCHOOLS DIVISION OFFICE - CAPIZ

SCH	100L:													
SCH	HOOL ID:													
SCH	HOOL YEAR:													
GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/	NO. OF SHORTAGE/	NO. OF EXCESS	REMARKS								
			S	NEED TEACHER/S	TEACHE R/S									
Grade 7														
Grade 8														
Grade 9														
Grade 10														
Grade 11														
Grade 12														
TOTAL														
Prep	pared by:		Su	bmitted:		-								
	AO II/COS	School Head												
Vali	idated by:													
-	- TIPG		101.11.5			ion n								
	EPS	Public Schoo	ol District Suj	pervisor	SG	SGOD Personnel								
Date	e:													







For Elementary Schools

DISTRICT:



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Department of Education

Region VI – Western Visayas SCHOOLS DIVISION OFFICE - CAPIZ

SCH	HOOL ID:					
SCH	HOOL YEAR:					
GRADE LEVEL	ENROLLMENT	NO. OF CLASS/ES	NO. OF TEACHER/ S	NO. OF SHORTAGE/ NEED TEACHER/S	NO. OF EXCESS TEACHE R/S	REMARKS
Kinder						
rander						
Grade I						
Grade II						
Grade III						
Grade IV						
Grade V						
Grade VI						
TOTAL						
Prep	pared by:		Su	bmitted:		
	AO II/COS			School He	ead	-
Vali	idated by:					
	EPS	Public Schoo	SG	OD Personnel		
Date				12002		~ I VISVIIIVI









												NAME OF SCHOOL	
Prepared by:											Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Te	ENROLLMENT	DISTRUCY: NO OF SCHOOLS: PSDS: SCHOOL YEAR:
Validated by:											Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Total Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Total	NO. OF CLASS/ES	
											Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6	NO. OF TEACHERS	
Date											Total Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Total	NO. OF SHORTAGE / NEED TEACHER'S	
											al Kinder Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Total		
												REMARKS	



District Planning Coordinator

EPS

Public School District Supervisor

SGOD Personnel





Address: Banica, Roxas City
Contact Number: (030) 6518-45609088-869-5867
Email Address: capit@deped.gov.ph

NO. OF SCHOOLS:
PSDS:
SCHOOL YEAR:



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																	And the second of the second o			NAME OF SCHOOL
Prepared by:																			Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Total	ENROLLMENT
Validated by:																			8 Grade 9 Grade 10 Grade 11 Grade 12	NO. OF CLASS/ES
																			Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Total Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Total	NO. OF TEACHER'S
Date:																			Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Total	
																			Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Total	NO. OF EXCESS TEACHER/S
																			ide 12 Total	REMARKS



District Planning Coordinator

EPS

Public School District Supervisor

SGOD Personnel

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