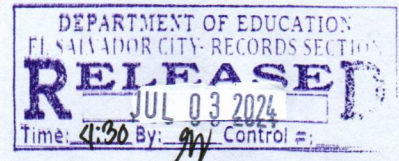




**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



**03 July 2024**

DIVISION MEMORANDUM  
 No. 250B, s. 2024

**SUBMISSION OF DOCUMENTS RELATIVE TO THE IMPLEMENTATION OF  
 DEPED ORDER NO. 5, S. 2024**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
 This Division

- In connection with the recently conducted Orientation on the Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload last June 28, 2024, and to ensure adherence to established standards, regulations, and policies, promoting consistency and quality across schools, the field is hereby informed of the submission of the following documents:

<b>Name of Document</b>	<b>In-charge</b>	<b>Submission</b>
List of teachers with teaching overload assignments for monetary compensation or vacation service credits	Rolly B. Labis, SGOD Chief	August 6, 2024
List of designation Orders for Teachers with teaching-related assignment issued and approved by the SDS		
List of Schools with Teachers Excess/Shortage	Ninian A. Alcasid, CID Chief	August 5, 2024
General/Individual Class Program		
Teaching Resources Analysis	Kevin B. Asequia, Planning Officer III	August 2, 2024
SF 4 and SF 7		
List of Personnel with their current assignments	Felanie Marie A. Lim, HRMO II	August 5, 2024



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**Transforming Schools,  
 Forging Partners**





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2. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. For information and compliance.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:  
REPORTS    DFTAT    MONITORING

