DEPARTMENT OF EDUCATION
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Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY
Office of the Schools Division Superintendent

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September 17, 2026

DIVISION MEMORANDUM
No. 0467, s. 2026

SUBMISSION OF DOCUMENTS FOR THE PROCESSING OF THE PAYMENT OF TEACHING OVERLOAD

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Public Elementary and Secondary Schools Heads
All Section/Units Head
All Others Concerned

1. In reference to existing guidelines on the rationalization of teachers' workloads and the processing of honoraria for teaching overload, school heads are requested to submit the following compliance documents for those teachers rendering actual classroom teaching in excess of the prescribed six (6) hours per day **on or before the 5th day of the following quarter** in 2 copies:

a. Approved Master Program for SY 2026-2027
b. Approved School Form 7(eSF7) for SY 2026-2027
c. Accomplished Daily Time Records (DTRs)
d. Certification/List of Eligible Teachers with teaching overload

2. Strict adherence to the set deadline is enjoined. Failure to submit complete documents within the specified timeframe may result in the delay of payment.

3. For information, guidance and compliance of all concerned.

NYMPHA D. GUEMO
Schools Division Superintendent

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