



Republic of the Philippines

# Department of Education

Region XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-44

To : **NEO CARLO R. MAGNO**, Administrative Officer IV

Subject: **PARTICIPATION TO THE CONSULTATIVE WORKSHOP ON THE OVERTIME PAY FOR TEACHERS**

Date : March 28, 2025

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Attached is the Regional Memorandum No. AD-2025-051 dated March 28, 2025 re: Participation to the Consultative Workshop on the Overtime Pay for Teachers.

In line with this, you are hereby directed to attend abovementioned activity at Ecotech Cebu, Cebu City on April 1-4, 2025.

Travel, meals, and incidental expenses shall be charged to the Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and attendance.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**MAR 28 2025**

RECORDS SECTION-SDO PANABO CITY  
BY *[Signature]*

Enclosed: as stated  
OSDS/reg



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AD 48407



Republic of the Philippines  
Department of Education  
DAVAO REGION

March 28, 2025

REGIONAL MEMORANDUM  
AD-2025-051

PARTICIPATION TO THE CONSULTATIVE WORKSHOP  
ON THE OVERTIME PAY FOR TEACHERS

To: Schools Division Superintendent – Panabo City  
Chief Administrative Officer – Administrative Division

1. The Bureau of Human Resource and Organizational Development – Personnel Division (BHRD-PD) will revisit a policy on the Overtime Pay for Teachers to provide clear and updated compensation for teaching personnel for services rendered beyond the prescribed working hours as specified in Memorandum DM-OUHROD-2025-0792 re: *Consultative Workshop on the Overtime Pay for Teachers*.
2. Anent to this, the following personnel are directed to attend abovementioned activity at Ecotech Cebu, Cebu City on April 1-4, 2025.

Name	Position	Office
a. Agnes A. Sagsagat	AO V/HRMO III	Region
a. Neo Carlo R. Magno	AO IV	Panabo City

3. Participants are requested to register at <https://bit.ly/RegForm-OT-Services-Teachers> to confirm attendance on or before March 28, 2025.

4. Travel and incidental expenses shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired

RECORDS SECTION  
RELEASED  
Date: *March 28, 2025*

ALLAN G. FARNAZO  
Director IV

Encl.: As stated

ROA3/PS/aas



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Document No. MPAP-GAP-  
ED-2025-051



Republika ng Pilipinas

Department of Education  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

27 MAR 2025

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MEMORANDUM  
DM-OUHROD-2025-0792

TO : REGIONAL DIRECTORS  
ALL OTHERS CONCERNED

FROM :   
WILFREDO E. CABRAL  
*Undersecretary  
Human Resource and Organizational Development*

SUBJECT : CONSULTATIVE WORKSHOP ON THE OVERTIME PAY FOR  
TEACHERS

DATE : 24 March 2025

Pursuant to Section 14 of the Republic Act (RA) No. 4670 otherwise known as the *Magna Carta for Public School Teachers* provides that any other activities outside of what is defined as normal duties of teachers and in the case of other teachers or school officials not engaged in actual classroom instruction, any work performed in excess of eight hours a day shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

Given this, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) will develop a policy on the Overtime Pay for Teachers to provide clear and updated compensation for teaching personnel for services performed beyond the prescribed working hours.

In this regard, may we request for **two (2) representatives** from each region, coming from the regional, schools division and/or schools to attend the said activity on **April 1-4, 2025** to be held at **Ecotech Cebu**, Cebu City. The program of activities and list of participants are attached for ready reference.

Participants are requested to register at <https://bit.ly/RegForm-OT-Services-Teachers> to confirm their attendance on or before **28 March 2025**.

Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Participants are advised to bring their own laptops and extension cords. The first meal provision is afternoon snack on April 01, 2025, and the last meal will be lunch on April 04, 2025.

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras of BHROD-PD through phone number, (02) 8633-9345 or email at [reina.comabras@deped.gov.ph](mailto:reina.comabras@deped.gov.ph).

For information and guidance,

## Annex A. Program

### Day 0 (April 01, 2025)

Time	Activity
12:00 – 3:00 PM	Travel Time
3:00 – 5:00 PM	Arrival, Registration, and Check-in

### Day 1 (April 02, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> <li>- National Anthem</li> <li>- Prayer</li> <li>- Opening Remarks</li> </ul>
8:30 – 12:00 PM	Target Setting
12:00 – 1:00 PM	Lunch
1:00 – 2:15 PM	Writeshop
2:15 – 2:30 PM	Short Break
2:30 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

### Day 2 (April 03, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Writeshop
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Continuation of Writeshop
12:00 – 1:00 PM	Lunch
1:00 – 2:00 PM	Presentation of Outputs
2:00 – 2:15 PM	Short Break
2:15 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

### Day 3 (April 04, 2025)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Presentation of Outputs
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Set indicative activities/timelines re: OT Pay for Teachers Policy
12:00 – 1:00 PM	Egress/Check-out/Lunch
1:00 PM	Departure

## Annex B. List of Participants

Regional Office	Number of Representative
Region I	2
Region II	2
Region III	2
Region IV-A	2
Region IV-B	2
Region V	2
Region VI	2
Region VII	2
Region VIII	2
Region IX	2
Region X	2
Region XI	2
Region XII	2
CARAGA	2
NCR	2
CAR	2
<b>Total</b>	<b>32</b>

Central Office	Representative
BHROD	Mario M. Bermudez, Director III
BHROD-SED	Dexter N. Pante, PDO V or representative
BHROD-PD	Albert Jerome C. Andres, CAO
	Michelle Ann A. Cruz, SAO
	Reina Joy S. Comabras, AO IV
	Joseph Martin C. Riofrio, AO II
	Mitzi P. Bituin, AO II
	Jam Sheena J. Sy, AO II