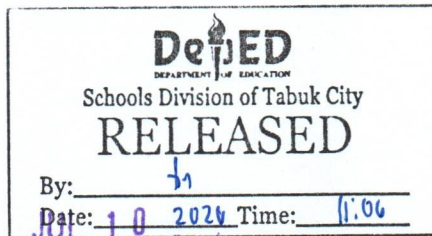




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



July 10, 2026

DIVISION MEMORANDUM

No. **307** s. 2026

**COMPOSITION OF SCHOOLS DIVISION OF TABUK CITY
 IMPLEMENTATION TEAM ON THE RATIONALIZATION OF TEACHERS'
 WORKLOAD**

To: Assistant Schools Division Superintendent
 All Division Personnel
 Secondary School Heads
 Elementary School Heads
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 53, s. 2024, Implementation Guidelines for DepEd Order No. 005 s. 2024 (Rationalization of Teachers' Workload in Public School and Payment of Teaching Overload), this Office hereby constitutes the Schools Division of Tabuk City Implementation Team to oversee and monitor the implementation of the policy in all public elementary and secondary schools in the Division.

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|----------------------------------|-------------|
| GINADINE L. BALAGSO, ASDS | Chairperson |
| SALLY P. FEKEN, CES-SGOD | Member |
| RAMONCHITO A. SORIANO, CES-CID | Member |
| EFREN Y. DANAG, Planning Officer | Member |
| HARRIET C. BUSLIG, SEPS-HRD | Member |
| CATHERINE M. BADONG, HRMO | Member |
| KENNETH A. ATIWAG, SEPS-SMME | Member |
| VINCENT B. MARTINEZ, EPS II-SMME | Member |
| SIXTO D. LANG-AY, Accountant | Member |
| LOVELYN L. MUKAY, AO IV-Records | Secretariat |
| DELILAH C. LOZANO, ADAS III | Secretariat |

2. The Schools Division Implementation Team shall:
- a. Oversee and monitor the implementation of DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024 in all public schools within the Division.
 - b. Provide technical assistance and policy guidance to school heads and teachers on the proper implementation of teacher workload policies, teaching-related assignments, and teaching overload.





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- c. Ensure that school-level implementation is consistent with the provisions of the policy, including the equitable distribution of teaching loads and teaching-related assignments.
 - d. Monitor compliance with the prescribed guidelines, processes, and standard templates issued by the Department.
 - e. Consolidate, validate, and analyze reports submitted by schools and recommend appropriate interventions to address implementation issues.
 - f. Coordinate regularly with the Regional Office and the DepEd Central Office regarding implementation updates, issues, concerns, and feedback from the field.
 - g. Recommend policy enhancements and operational improvements based on monitoring results and stakeholder feedback.
 - h. Conduct orientation, capacity-building activities, and technical conferences for school heads and other concerned personnel to ensure effective implementation.
 - i. Prepare and submit periodic accomplishment and monitoring reports as may be required by higher offices.
 - j. Perform such other related functions necessary to ensure the effective implementation of the rationalization of teachers' workload.
3. Immediate dissemination of and compliance to this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent