



Republic of the Philippines
Department of Education
Region X
Schools Division of Lanao del Norte



Office of the Schools Division Superintendent

Division Memorandum

No. DS8, s. 2026

To : **SCHOOL HEADS AND ADMINISTRATIVE OFFICERS II**
All Others Concerned

This Division

From : **EDWIN R. MARIBOJOC, CESO V**
Schools Division Superintendent

Subject : **DATA COLLECTION FOR TEACHING OVERLOAD**
SY 2025 - 2026

Date : January 26, 2026

Relative to **Regional Memorandum No. 031, s. 2026 "Submission of Request for Lump-Sum benefits"**, School heads, together with their Administrative Officers II, are directed to fill in necessary data on this link <https://tinyurl.com/28kk859d> using DepEd email **on or before January 28, 2026** as one of the data needed for Teaching Overload Pay Budgetary Requirements.

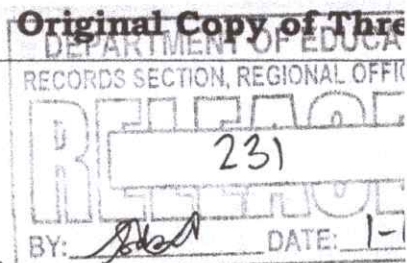
Immediate dissemination of this memorandum is desired.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



January 13, 2026

REGIONAL MEMORANDUM

No. 031, s. 2026

SUBMISSION OF REQUESTS FOR LUMP-SUM BENEFITS
FOR FISCAL YEAR (FY) 2026

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Budget Officers
Human Resource Management Officers
All Others Concerned

1. With the approval of Republic Act No. 12314, otherwise known as the General Appropriations Act FY 2026, all Schools Division Offices are advised to submit to this Office their requests for lump-sum benefits for FY 2026, both electronic copy (excel file) and signed copy **on or before January 30, 2026**.
2. To ensure uniformity on the reports to be submitted, soft copy of the templates shall be provided to the Human Resource Management Officers (HRMOs). Further, HRMOs are encouraged to coordinate closely with their Budget Officers to ensure that entries in the reports submitted by both are the same.
3. For inquiries, you may contact the Personnel Section through this mobile number: 0917 100 6931.
4. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. 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.
5. This Office directs the immediate and strict compliance to this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: Templates for requests for lump-sum benefits
To be indicated in the Perpetual Index
under the following subject:

BUDGET

BENEFITS

DTS 26-144804