



Republic of the Philippines
Department of Education
 REGION V - BICOL



Office of the Regional Director

August 29, 2023

REGIONAL MEMORANDUM
 No. 400, s. 2023



**DISSEMINATION OF WORKLOAD BALANCING TOOL (WBT) USER MANUAL
 AND FREQUENTLY ASKED QUESTIONS (FAQs) TO SELECTED
 PARTICIPATING SCHOOLS**

To : Assistant Regional Director
 Schools Division Superintendents
 RO/SDO Planning Officers
 Concerned School Heads of Public Elementary and Secondary Schools
 All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of an email from the BHROD-School Effectiveness Division (BHROD-SED) relative to the Workload Balancing Tool (WBT) User Manual and Frequently Asked Questions (FAQs) which can be accessed through: <https://bit.ly/WBT-UserManual>, as a guide of the participating schools in the accomplishment of the tool.
2. Further, all concerned are informed of the extended deadline for submission of the tool, which is on **September 8, 2023 (Friday)**. The submission link for the Consolidated Summary Sheet is <https://bit.ly/NonTeachingTasks-Summary>. The shared presentation is intended only for selected schools as part of the data validation process. **Everyone is strictly advised not to reproduce or circulate the said materials for public use without prior approval from the Office of the Undersecretary for Human Resource and Organizational Development.** (Bold text supplied for emphasis)
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
 Regional Director

Encl.: As stated.
 Ref.: Email dated August 29, 2023 from BHROD-SED
 DM-OUHROD-2023-1003 dated July 27, 2023
 To be indicated in the Perpetual Index
 under the following subjects:

**BALANCING TOOL
 SCHOOLS
 TEACHERS**

PPRD/msc
 08/29/2023



September 6, 2023

To: School Heads and Administrative Staff or
 Designated Personnel
**Cabugao IS, Panganiban NHS, Ananong ES,
 Talisay ES, and Antipolo NHS**

Please submit the accomplished tool on or before **September 8, 2023** to the link <https://bit.ly/Non-TeachingTaskd-Summary> for the Consolidated Summary Sheet.

For information, guidance, and immediate compliance.

By Authority of the Schools Division Superintendent

ATTY. NORLITO JR. P. AGUNDAY
 Legal Officer III
 Officer-in-Charge