Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 29, 2026

DIVISION MEMORANDUM
No. 437, s. 2026

REQUESTS TO OVERLOAD, OFFER ADDITIONAL SUBJECTS FOR IRREGULAR AND TRANSFERRING SENIOR HIGH SCHOOL STUDENTS

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All Others Concerned

1. To ensure proper management, monitoring, and documentation of irregular and transferring Senior High School (SHS) students who need to complete curricular requirements through additional subject offerings and/or subject overloads, all public and private Senior High School implementers shall comply with the following requirements.

2. Prior to the implementation of additional subjects and/or overload arrangements, the school shall submit the following:
   - Request Letter to Offer Additional Subjects and/or Overload Irregular and Transferring Senior High School Students duly signed by the School Head.
   - The request shall be accompanied by an evaluation of the student's academic record, indicating the subjects already taken, subjects not yet taken, and the corresponding deficiencies based on the learner's curriculum requirements.

3. Required documents shall be submitted to the Schools Division Office for evaluation and approval on or before the end of the first week of the opening of classes. No school shall implement additional subject offerings or overload arrangements without securing prior approval from the Schools Division Office.

4. After the implementation of the approved request, the school shall submit an
   - Accomplishment Report containing the names of the student-beneficiaries, subjects taken, and the corresponding grades obtained.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
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- The report shall be supported by sample learner outputs, particularly performance tasks and summative tests, as evidence of the teaching-learning process and assessment conducted.
- Moreover, a copy of the approved request shall be attached to the accomplishment report for validation and monitoring purposes.

5. All reports and supporting documents shall be submitted to the Office of the Schools Division Superintendent, Attention: June D. Cunanan, Education Program Supervisor (English) and Division Senior High School Focal Person, within ten (10) days after the end of each school term.

6. The submitted documents shall serve as the basis for monitoring compliance with curriculum implementation and ensuring that learners are provided with appropriate academic interventions to complete their Senior High School requirements.

7. All schools concerned are directed to strictly observe the timelines and requirements set forth in this Memorandum. Failure to comply with the prescribed submission schedules may affect the monitoring and evaluation of interventions extended to irregular and transferring Senior High School students.

8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

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RELEASED
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