



General Education Secondary Overload
 2023-2024 School Year
First Semester (Deadline January 16, 2024)

Teacher Name (Print): _____ Employee ID#: _____

School: _____ Principal's Signature: _____

Class Hour	Class Name (be specific, include grade)	No. in class 10/2/23	No. in class 11/6/23	No. in class 12/4/23	No. in class 12/18/23	Total	Divided by 4	Class max	Overload
1 st hour									
2 nd hour									
3 rd hour									
4 th hour									
5 th hour									
6 th hour									
7 th hour									
Total									

Account Number	
Finance Approval	
HR Approval	

Total Overload	
x 4.53	
x 19 weeks (Total to be paid)	