

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



January 7, 2019

DIVISION MEMORANDUM

No. 011 s, 2019


**SUBMISSION OF APPLICATION FOR PROMOTION TO T2 AND T3 AND TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER FOR SY 2019-2020**

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors /Coordinators / Specialists  
District Supervisors /District OIC's/Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. This Office **INFORMS** the field of the submission of the following Ranklist in preparation for SY 2019-2020.
  - A. Ranking for Promotion to T2 and T3
  - B. Ranking for Transfer of Teachers from One Station to Another
2. Attached are the Guidelines as basis for Ranking:
  - A. **For Promotion to T2 and T3** – Division Memorandum No. 380, s 2017 (attached is D.O. #66, s.2007 entitled: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions)
  - B. **For Transfer Applicants** – Division Memorandum No. 678, s 2018 (attached is D.O. #22, s.2013 entitled: Revised Guidelines on the Transfer of Teachers from One Station to Another)
3. Considering the size of our Division and to speed up the Evaluation and Selection Process, this Office empowers the District Selection Committee (for Elementary and Non-Implementing Units) and School Selection Committee (for Implementing and Operating Units) to conduct the evaluation of applicants adhering to the evaluation criteria (to include interview) as stipulated in the guidelines mentioned earlier. Tentative/Partial Rank List shall be submitted to the Division Selection Committee together with the documentary evidences for REVIEW and VALIDATION.
4. Each District is advised to submit a new set of District/School Committee for SY 2019-2020 for issuance of Designation Order.
5. Please be guided with Regional Memorandum No. 141, s 2011 – Guidelines on the Preparation and Submission of Ranklist. Read and review thoroughly the contents of Memoranda and Deped Order stipulated herein for proper guidance.
6. Submission of Ranking for Transfer and Promotion is on **April 15-19, 2019** c/o ASDS Futalan's Office, for implementation prior to the schedule of Filling Up of Items for SY 2019-2020.

**NOTE: Movements due to TRANSFER and PROMOTION will ONLY be accommodated before the Filling Up of New Items.**

7. For immediate information, dissemination and strict compliance of all concerned.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



June 14, 2017

**DIVISION MEMORANDUM**

No. 380 s, 2017

**SUBMISSION OF RANKLIST FOR PROMOTION TO TEACHER 2 AND TEACHER 3  
AND THE RANKLIST FOR TRANSFER OF TEACHERS FROM ONE STATION TO  
ANOTHER FOR SCHOOL YEAR 2017-2018**

To: Assistant Schools Division Superintendents  
Chiefs, EPSs, Div. Coordinators, PSDSs/District s In-Charge/ Caretakers  
School Heads, Teachers (Secondary/Elementary)  
Others Concerned

1. This Office hereby reminds the schools/districts to **submit on or before June 30, 2017** the Rank Lists for Promotions to Teacher 2 and Teacher 3 as well as the Rank List for Transfer of Teachers from One Station to Another.

2. Attached are the following Division Memoranda issued in 2016 based on existing and applicable guidelines for Promotion and for Transfer of Teachers respectively which this Division will still use for SY 2017-2018:

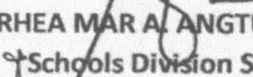
A. **Division Memorandum 187, s. 2016** (attaching DepEd Order 66, s. 2007 entitled Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”;

B. **Division Memorandum 149, s. 2016** ( attaching DepEd Order 22, s. 2013) entitled “Revised Guidelines on the Transfer of Teachers from One Station to Another”.

3. Please be guided also with the attached Regional Memo #141, s. 2011 entitled, “Guidelines on the Preparation and Submission of Rank List.”

4. Please read thoroughly the contents of said Division Memoranda as enumerated in Paragraph 2 for proper guidance.

5. For information, guidance and strict compliance of all concerned.

  
RHEA MAR A. ANGTUD, Ed.D, CESO VI  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



April 18, 2016

DIVISION MEMORANDUM

No. 187, 2016

**REITERATING STRICT ADHERENCE AND COMPLIANCE TO EXISTING POLICIES ON  
PROMOTION TO TEACHER 2 and TEACHER 3 POSITIONS and THE PREPARATION OF  
RANK LISTS FOR SY 2016-2017**

To: Chiefs, EPSs, Div. Coordinators, PSDSs/Districts In-Charge/Careetakers  
School Heads, Teachers (Secondary/Elementary)  
Others Concerned

1. Reminding the schools and district offices to issue a Memorandum announcing all vacancies (T2 and T3) attaching the pertinent DepEd Order to be posted in at least three (3) conspicuous places in the schools and district offices for at least fifteen (15) days.
2. Attached is **DepEd Order #66, s. 2007** entitled "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" to be used in ranking teachers for promotion to Teacher 2 and Teacher 3 positions.
3. For Promotion to T2 and T3, ranking will be done by school/ cluster of schools in case of small schools ( for secondary) and by district (for elementary).
4. Pursuant to herein attached Regional Memorandum No.147, s. 2011 entitled " Guidelines on the Preparation and submission of Rank List," the life span of a Rank List is one year only, from June 1 of the current year and terminates on May 31 of the following year." Thus, all schools/districts shall conduct ranking in the school/district in April-May 2016 and to submit to this Office new Rank List for review by the PSB before End of May 31, 2016 for use effective June 2016 to May 31, 2017. **Note: ONLY REVIEWED AND APPROVED RANK LIST SHALL BE IMPLEMENTED.**
5. Schools/Districts may also submit Rank List for Promotion to T2 and T3 any time of the year , as the need arises, provided that the existing Rank List (for use during the whole school year) has already been exhausted.
6. For strict compliance and immediate dissemination of all concerned.

  
RHEA MARIA ANGTUD, Ed.D, CESO VI





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



February 23, 2011

REGIONAL MEMORANDUM  
NO. 147 S. 2011

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF RANK LIST**

To: Schools Division Superintendents  
Officers-in-Charge of Regular and Interim Divisions  
Assistant Schools Division Superintendents  
ASDS Designates

1. It has been noted by this Office that there is a delay in filling up vacant positions due to the delay in the preparation of the rank list of applicants.
2. To facilitate the evaluation of the applicants' documents and the prompt preparation of the rank list, the following guidelines are hereby released for the information and guidance of the field:
  - a. Include in the rank list only those candidates or applicants who meet the basic qualification requirements as indicated in the 1995 Qualification Standards (Q.S.) Manual.
  - b. The number of candidates in the rank list must be more than the available positions to be filled up.
  - c. The rank list must indicate the current school year.
  - d. The rank list should be prepared for a school year and will be the basis for promotional appointment within that school year only.
  - e. The life span of the rank list is one school year only, from June 1 of current year and terminates on May 31, the following year.
  - f. The Composition of the Personnel Selection Board or Committee and the evaluation and giving of equivalent points or ratings must be based on the appropriate DepED Orders/Guidelines corresponding to the positions being applied for by the candidates/applicants.
  - g. The rank list should be signed by the Personnel Selection Board/Committee concerned, as stipulated in the appropriate DepED Order, and duly approved and signed by the Schools Division Superintendent.
  - h. A copy of the rank list should be posted on the Bulletin Board of the Division Office, with a copy furnished to the Office of the Regional Director.
3. Immediate dissemination of and compliance with this Memorandum is desired.

RECAREDO G. BORGONIA

Director IV  
FEB 23 2011



Republic of the Philippines  
Department of Education



3-14-1

**Tanggapan ng Kalihim**  
Office of the Secretary

SEP 17 2007

**DEPED ORDER**

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER  
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries  
Assistant Secretaries  
Bureau/Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.

  
**JESLIA LAPUS**  
Secretary

Encl.: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, EMPLOYMENT  
EMPLOYEES  
OFFICIALS  
POLICY  
PROMOTION  
QUALIFICATION  
TEACHERS

## **GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS**

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

### **I. PROCEDURE**

#### **The HRMO/In-Charge of Personnel shall:**

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.  
Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation en banc.

#### **The Personnel Selection Board (PSB) shall:**

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

**The Appointing Official shall:**

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

**II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)**

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,  
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,  
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-  
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

President of Employees' Union/President of Non-Teaching Association

### III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

#### TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100



## NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	20	10
Psycho-social attributes	15	5
<b>TOTAL</b>	<b>100</b>	<b>100</b>

### **A. Performance Rating**

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

### **B. Experience**

Experience must be relevant to the duties and functions of the position to be filled.

### **C. Outstanding Accomplishments**

#### a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

#### b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

#### c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

#### d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book  
(shall be divided by the number of authors)
- Sole authorship of a book

e. Consultant/Resource Speaker in Trainings/Seminars/  
Workshops/Symposia

- District level
- Division level
- Regional level
- National level
- International level

**D. Education and Training**

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training

e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

**E. Potential**

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills  
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas  
Presents well-organized and precise ideas with marked command of the language used.

3. Alertness  
Manifests presence of mind and awareness of the environment.
4. Judgment  
Demonstrates sound judgment.
5. Leadership Ability  
Influences others to do the tasks for him.

#### **F. Psychosocial Attributes and Personality Traits**

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

##### **a. Human Relations**

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

##### **b. Decisiveness**

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

##### **c. Stress Tolerance**

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

#### **IV. REPEALING CLAUSE**

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.

  
**JESLI A. LAPUS**  
*Secretary*

*billy*



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 3.5 - 4.49 - 1  
 2.5 - 3.49 - 5

**SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION**

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
<b>A. Performance Rating</b>	<b>35</b>	<b>35</b>	<b>30</b>
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
<b>B. Experience</b>	<b>5</b>	<b>5</b>	<b>10</b>
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>	<b>5</b>	<b>20</b>
a. Outstanding Employee Award	4	1	4
b. Innovations	4	1	4
c. Research & Development Projects	4	1	4
d. Publication/Authorship	4	1	4
e. Consultant/Resource Speaker in Trainings/Seminars	4	1	4
<b>D. Education</b>	<b>25</b>	<b>10</b>	<b>15</b>
• Complete Academic Requirements for Master's Degree	10	6	7
• Master's Degree	15	7	10
• Complete Academic Requirements for Doctoral Degree	20	9	13
• Doctoral Degree	25	10	15
<b>Training</b>	<b>5</b>	<b>10</b>	<b>10</b>
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
• District Level	1	2	2
• Division Level	2	4	4
• Regional Level	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
• National Level	4	8	8
• International Level	5	10	10

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
<b>E. Potential</b>	<b>5</b>	<b>20</b>	<b>10</b>
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
<b>F. Psycho-social attributes</b>	<b>5</b>	<b>15</b>	<b>5</b>
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>



Republic of the Philippines  
**Department of Education**

17 APR 2013

DepEd ORDER  
No. **22**, s. 2013

**REVISED GUIDELINES ON THE TRANSFER OF TEACHERS  
FROM ONE STATION TO ANOTHER**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Basic Education Information System (BEIS) Teacher Deployment Analysis for the previous school years consistently reveals imbalances in the deployment of public school teachers. There are still a big number of "cool colored" schools, with pupil/student-teacher ratio of less than 40:1, while at the same time, there remains many "red" and "black" schools. As such, it is imperative to effect transfers of teachers from one station to another in order for the Department of Education (DepEd) to ensure the equity of teacher deployment.

2. In view of the foregoing circumstances, this Department hereby amends DepEd Order No. 21, s. 2005 and issues these **Revised Guidelines on the Transfer of Teachers from One Station to Another**.

3. While efforts shall be exhausted to secure the consent of a teacher to be transferred, there are certain conditions which can validly be considered as "in the exigency of the service" and transfers may be made even without the consent of the teacher. These include the following:

- a. When the pupil/student-teacher ratio of the school is below 35:1 for elementary and 27:1 for secondary level, except when the school is implementing multigrade classes;
- b. When there is a considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, national disasters, resettlement of families, closure of large private firms in the area, and other similar circumstances; or
- c. When the teacher is declared excess by the principal/school head (SH) and his/her expertise/area of specialization is needed in another school/district/division.

4. As such, in the event that teachers are transferred in the exigency of the service, the following may serve as a guide in the decision on whom to transfer:

- a. Teachers who were last to be hired (Last in, First out);
- b. Non-residents of the barangay or municipality where the school is located;
- c. Residents of the barangay or municipality of the proposed recipient school; or
- d. Secondary school teachers teaching subjects other than their areas of specialization.

5. Should teachers identified in Paragraph Nos. 3 and 4 desire not to transfer, they shall be given additional assignments such as remedial and summer classes, work related to Alternative Delivery Modes (ADMs), tasks concerning Alternative Learning Systems (ALS) and other assignments that their respective SHs may deem proper.

6. On the other hand, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers:

- a. When the teacher is declared excess by the SH and/or his/her expertise/area of specialization is needed in another school/district/division;
- b. The teacher has served for more than five years outside his/her home barangay/municipality;
- c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190, Localization Law), as evidenced by the teacher's Voter's ID;
- d. The teacher is joining his/her husband/wife in the same school (RA No. 4670);
- e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
- f. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or
- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

7. The Division Planning Unit shall ensure that the transfer of teachers in their respective divisions are properly recorded and processed in the EBEIS, and its effect on pupil/student-teacher ratio is analyzed.

8. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to Republic Act (RA) No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

9. These guidelines shall be construed consistent with the Administrative Code of 1987 and with RA No. 4670, otherwise known as the *Magna Carta for Public School Teachers*.

10. These guidelines hereby amend DepEd Order No. 21, s. 2005. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

11. These guidelines shall take effect immediately upon approval.

12. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary



Reference: DepEd Order: (No. 21, s. 2005)

To be indicated in the Perpetual Index  
under the following subjects:

AMENDMENT	POLICY
SCHOOLS	TEACHERS
TRANSFER	

R-MCR/Sally: DO-Revised Guidelines on the Transfer of Teachers..  
0328/ March 26, 2013/4-1-2013/4-10, 2013/4-15.2013