



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools Division  
Superintendent**

October 5, 2020

DIVISION MEMORANDUM  
No. 213 s, 2020

**GUIDELINES IN THE RANKING FOR TRANSFER OF NON-TEACHING  
PERSONNEL FROM ONE STATION TO ANOTHER**

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. Due to the number of requests from Non-Teaching Personnel, this Office announces the Ranking for Transfer of Non-Teaching Personnel from One Station to Another for SY 2020-2021, adopting the conditions stated in Item No. 6 of Deped Order 22, s.2013 entitled "Revised Guidelines on the Transfer of Teachers from One Station to Another" to come up with a Competitive Ranklist to determine the most qualified to be transferred.
2. The table below shows the priority areas and its corresponding documentary requirements to consider in the transfer of station. A Point System has been assigned for each priority area and the documentary evidences as basis in earning points. Applicants should have rendered at least three (3) years from present station prior to transfer. *Applicants for transfer should have at least one (1) complete RPMS cycle with a rating of at least Very Satisfactory, otherwise, may be subject for disqualification.*

**Note: One (1) complete cycle for non-teaching personnel is equivalent to one calendar year (January-December).**

PRIORITY AREA	REQUIRED DOCUMENTS
Declared Excess	Certification from School Head
Length of Service Outside Home Barangay/Municipality	Latest Assignment Order and Certificate of Residency
Residency	Certificate of Residency
Joining Spouse (RA 4670)	Marriage Contract and Proof of Assignment of Spouse



Nursing Mother (PD603)	Medical Certificate and/or Birth Certificate of Child (2 yrs of age and below)
Danger to Life	Certificate from Local Chief Executive/AFP Head of Unit
Poor Health Condition	Medical Certificate for Chronic Diseases

3. There are items which are station specific, thus, an issuance of a new appointment is necessary. Assumption to duty in the new station shall only take place upon the availability of replacement, otherwise, transferee shall be accountable to its existing and present station should there be any movement.
4. This Office adopts Deped Order No. 22, s 2013 entitled “Revised Guidelines on the Transfer of Teachers from One Station to Another” as basis in the ranking the applicants.
5. Ranking for Transfer of Non-Teaching personnel shall be handled by the Division Human Resource Merit and Promotion Selection Board (HRMPSB). The following pertinent documents shall be arranged, labeled accordingly in a folder for submission:

- 4.1 Confirmation Sheet generated from the Online Application
- 4.2 Letter of Intent/Application Letter for Transfer addressed to the Schools Division Superintendent specifying the station applied for
- 4.3 Photocopy of Appointment and Assignment Order
- 4.4 Updated Service Record
- 4.5 RPMS (at least 1 cycle)
- 4.6 Barangay Certification certifying that the applicant is a resident of the barangay (RA 8190, Localization Law)
- 4.7 Marriage Certificate if joining spouse
- 4.8 Birth Certificate if nursing mother of baby two (2) years of age and below (PD 603, Child and Youth Welfare Code)
- 4.9 Police report for life threatening cases
- 4.10 Medical certificate for poor health condition

6. Hereunder are the schedule of activities:

Date	Venue	Time	No. of Working Days	Activities
October 26- November 6, 2020	Anywhere with internet connection	24 hours	12 days	Online Application by the Applicants <a href="http://www.depedcebuprovince.ph">www.depedcebuprovince.ph</a> ( <a href="http://112.198.193.182/">http://112.198.193.182/</a> )

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October 26- November 6, 2020	Division Office/Sub Offices	8:00AM - 5:00PM	12 days	Submission of the applicants' pertinent documents in a folder with tabs including confirmation from the online application for the (a) conduct of preliminary evaluation of the qualification of all applicants; (b) verification against the original documents; and (c) <b>certification as to the veracity, accuracy and authenticity of documents.</b> The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant. <b>Note: Only one (1) folder per applicant. Applicants are advised to bring their original documents for verification at the said Office.</b>
November 9-23, 2020	Division Office and sub-offices / website	8:00AM- 5:00PM	15 days	15-Day Posting of List of Applicants in conspicuous places in the Division Office and its sub-offices and for the various vacant positions
November 24- December 4, 2020	Division Office / sub-offices	8:00AM - 5:00PM	8 days	Documents evaluation/review, assessment and deliberation of qualifications and competence of applicants. Prepare shortlist of applicants.
December 7, 2020	Virtual via Zoom	8:00AM- 12:00PM	1 day	Orientation of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB)
December 8-11, 2020	Virtual via Zoom	8:00AM - 5:00PM	4 days	Orientation, Confirmation of Preliminary Points, and Interview Non-Teaching Applicants for Transfer
December 14-18, 2020	Division Office/sub-offices	8:00AM - 5:00PM	5 days	Consolidation of points of the different criteria by the PSB Secretariat
December 22- January 5, 2021	Division Office	8:00AM - 5:00PM	15 days	Posting of the initial ranklist in the Division Office and sub-offices and Division website for 15 calendar days. Request for corrections with supporting documents shall only be entertained during the posting period.
January 8, 2021	Division Office	8:00AM - 5:00PM	1 day	Submission of Final Ranklist for Transfer of Non-Teaching Personnel to the Office of the SDS for approval.
January 1, 2021 and onwards	Division Office	8:00AM - 5:00PM		Hiring Schedule

7. HR Personnel assigned in all six (6) sub-offices are to initially assess and receive applicants' pertinent documents based on the qualifications stipulated above, to be forwarded to the Office of the HRMO for consolidation. The Division Sub-Offices are situated in the following municipalities:

**North Area:** Liloan, Medellin and Balamban

**South Area:** San Fernando, Dalaguete and Badian

8. Committee members shall strictly comply to all precautionary measures at all times in reporting to the office and going back home such as but not limited to social distancing, wearing of masks and gloves, frequent washing of hands, etc.
9. Committee members shall be responsible in securing a quarantine/border pass from respective local government units for presentation in the different checkpoints.
10. Related expenditures of the HRMPSB during the conduct of the evaluation and interview shall be chargeable to Division/School MOOE subject to the usual accounting rules and regulations.
11. For immediate information, dissemination, strict compliance and guidance of all concerned.

  
**MARILYN S. ANDALES, EdD, CESO V**  
Schools Division Superintendent

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