



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

Office of the Schools Division
Superintendent

September 14, 2021

DIVISION MEMORANDUM

No. 371 s, 2021

RANKING OF NON-TEACHING APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER FOR SY 2021-2022


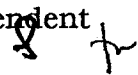
To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the ranking of Non-Teaching Applicants for transfer from one station to another for SY 2021-2022.
2. Non-teaching personnel shall adopt the transfer guidelines of teachers contained from the following issuances will serve as bases in appraising and screening the merit, fitness and competence of transfer applicants.
 - ✓ **Deped Order No. 22 s. 2013** – “Revised Guidelines on the Transfer of Teachers from One Station to Another”
 - ✓ **Division Memorandum No. 156, s. 2016** – “Adopting Guidelines for Transfer of Teachers From One Station to Another in the Transfer of Non-Teaching Personnel in Deped Cebu Province”
3. Conditions stipulated in Item No. 6 of Deped Order No. 22, s. 2013 shall be adopted, assigning a Point System for each priority area and requiring documentary evidences to establish a competitive Rank List to be used in determining the most qualified applicant. (Please refer to attachment for template).
4. District Offices are delegated to undertake the ranking of transfer-applicants with the following composition:

Chairman: PSDS
Members: Four (4) School Principal from elementary/secondary schools within the district
5. Each district shall come up with one (1) Rank List per level (containing applicants within and outside the division), provided they are residents of the barangay within the district.
6. Transfer applicants shall have at least rendered three (3) years of service in present school prior to reassignment and shall attach latest one (1) cycle RPMS rating.
7. District Sub-Selection Committee shall strictly comply at all times all precautionary measures such as but not limited to social distancing, wearing of masks, gloves and shield, frequent handwashing of hands, etc.



8. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE FUNDS** subject to the usual accounting and auditing rules and regulations.
9. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
10. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent 

SCHEDULE OF ACTIVITIES IN THE RANKING FOR TRANSFER OF NON-TEACHING PERSONNEL FOR TRANSFER FROM ONE STATION TO ANOTHER FOR SY 2021-2022

DATE	VENUE	TIME	NO. OF DAYS	ACTIVITIES
September 15-30, 2021	Anywhere with internet connection	24 hours	16 days	Online Application by the Applicants through the division website www.cebuprovince.deped.gov.ph (http://112.198.193.182)
September 15-30, 2021	HRMPSB Sub-Committee in each the sub-office	8:00AM - 5:00PM	16 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) certification as to the veracity, accuracy and authenticity of documents . 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. <i>Note: Applicants are advised to bring their original documents for verification at the said Office.</i>
October 1 and 4-6, 2021	HRMPSB Sub-Committee in each the sub-office / Virtual	8:00AM- 5:00PM	4 days	Documents evaluation, Interview, Orientation and deliberation of qualifications and competence of applicants by the District/School Ranking Committee
October 7-8, 2021	District Office	8:30AM- 5:00PM	2 days	Consolidation of points/Preparation of the Tentative Ranklist by the District/School Ranking Committee
October 11-13, 2021	District Office	8:00AM- 5:00PM	3 days	Submission of the Printed and Soft Copy of the Ranklist to the Office of the HRMPSB Chairman for Recommending Approval
October 14-15, 2021	Division Office	8:00AM- 5:00PM	3 days	Submission of the Final Ranklist to the Office of the Schools Division Superintendent for final review and approval
October 18, 2021 & onwards	Division Office	8:00AM- 5:00PM		Implementation of the Approved Ranklist for Transfer



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



March 28, 2016

DIVISION MEMORANDUM
No. 194-17016

**ADOPTING GUIDELINES FOR TRANSFER OF TEACHERS FROM ONE
STATION TO ANOTHER IN THE TRANSFER OF NON-TEACHING PERSONNEL
IN DEPED CEBU PROVINCE**

TO: Assistant Schools Division Superintendents
Division Chiefs/ EPS's/Div. Coordinators
PSDS's/District OIC's
Section Heads/ School Heads (Secondary/Elementary)
Non-Teaching Personnel
Others Concerned

1. To come up with a Competitive Ranklist of Applicants for Transfer among Non-Teaching Personnel in this division, this Office is adopting the conditions stipulated in Item 6 of DepEd Order No. 22, s. 2013 entitled, "Revised Guidelines on the Transfer of Teachers from One Station to Another," as basis for ranking of transfer-applicants.
2. The attached Template which contains the Point System and the required documentary evidences will be used in determining the most qualified to be transferred.
3. Ranking of Non-Teaching Transfer-Applicants will be done by the Division PSB. Submission of applications with supporting documents will be on April 1-29, 2016 to the Office of ASDS Futalan.
4. For immediate and wide dissemination.


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



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 (ADM), 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
SCHOOLS
TRANSFER

POLICY
TEACHERS

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



RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER
SY _____

District:

NAME OF APPLICANT	Present Station (School/District/ Division)	School Applied	Specialization (For Secondary)	Latest Performance Rating (should be VS)	PRIORITY AREAS							TOTAL (100pts)	RANK
					When declared excess (15pts)	Length of Service outside home barangay (15pts)	Residency (15pts)	Joining the Spouse RA4670 (15 pts)	Nursing Mother PD 603 (15pts)	Lifelin danger due to armed conflict hostilities (15pts)	Poor Health Condition (10pts)		
		E.g School A.											
		1.											
		2.											
		School B											
		1.											
		2.											

(Note: (To be arranged by school applied. If a school has no transfer applicant, indicate "No applicant")

PRIORITY AREA

A. Declared Excess
B. Length of Service Outside Home barangay/municipality
C. Residency

D. Joining Spouse RA 4670
E. Nursing Mother PD 603

F. Danger to Life

G. Poor Health Condition

INDICATORS AND NUMERICAL POINT ASSIGNMENT

Excess = 15pts; not excess but school enrolment is still manageable w/o his/her presence = 5pts
More than 5 years = 15pts; 4 to 5 years = 10pts; 3 years and below = 5pts

Resident of Barangay applied for = 15pts; resident of barangay without school declared as Catchment = 10pts; Not resident of a barangay of a school applied for but a resident of the Municipality = 5pts

Legal Spouse Only = 15pts

Pregnant or with child 0-9 months = 15pts; with child 1 year to 2 years = 10pts;
With child 2y.o and 1 month older and beyond = 5pts

Due to Armed Conflict = 15pts; Due to threat wherea teacher is a spouse of member of AFP/PNP = 10pts; domestic violence = 5pts
Suffering from degenerative ailments

REQUIRED DOCUMENTS

(Certification from SH)
(Latest Assignment Order and Cert. of Residency)

(Cert. of Residency/Home)

(Marriage Contract and Assignment of Spouse)
(Medical Cert. And/or Birth Cert. of the Child)

(Cert. from Local Chief Exec/AFP Head of Unit)

(CA, Lupus/Kid/LiDisease and the like) = 10pts;
Chronic diseases, etc. = 5pts (Med. Cert)

District Ranking Committee: