



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

**Office of the Schools Division  
Superintendent**

March 27, 2023

**DIVISION MEMORANDUM**

No. 087 s, 2023

**RANKING FOR TRANSFER OF TEACHING AND NON-TEACHING PERSONNEL  
FROM ONE STATION TO ANOTHER FOR SY 2022-2023**

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 applicants for transfer of teaching and non-teaching personnel from one station to another for SY 2022-2023.
2. Hiring guidelines in the following issuances will serve as bases for appraising and screening transfer applicants' merit, fitness, and competence.
  - ✓ **Deped Order No. 22 s. 2013** – “Revised Guidelines on the Transfer of Teachers from One Station to Another”
  - ✓ **Division Memorandum No. 149, s. 2016** – “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. Non-teaching personnel applying for transfer shall adopt the transfer guidelines for teachers.
4. 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 evidence to establish a competitive Rank List to be used in determining the most qualified applicant. (Please refer to the attachment for the template).
5. Transfer applicants shall have at least rendered three (3) years of service in the present school prior to movement as emphasized in Paragraph 4.2 of Deped Order No. 7, s. 2015 specifying that *“Upon a teacher’s appointment, assignment to a station, the acceptance of the position, he or she shall not be transferred to another school until after rendering at least three (3) years of service in that school”*.
6. Applicants for transfer shall secure an endorsement from their immediate supervisor and PSDS of their intent to transfer.

  
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7. District Offices are delegated to undertake the ranking of transfer applicants with the following composition:
  - **For Elementary**  
Chairman: PSDS  
Members: Four (4) School Principal from elementary schools within the district
  
  - **For JHS/SHS**  
Chairman: PSDS  
Members: Four (4) School Principal from secondary schools within the district
8. Each district shall come up with two (2) Rank Lists per level, a separate rank list each for internal (transfer within the division) and external (from other SDO) applicants.
9. The District Screening Committee shall prepare a consolidated rank list, subject for validation by the Division HRMPSB Committee.
10. District/School Screening Committee shall strictly comply at all times with all precautionary measures such as but not limited to social distancing, wearing of masks, etc.
11. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
12. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
13. For immediate, widest dissemination and guidance of all concerned.

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



(Enclosure to Division Memorandum No. \_\_, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF TEACHING AND NON-TEACHING APPLICANTS FOR SCHOOL YEAR 2022-2023**

<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>No. of Days</b>	<b>Activities</b>
March 28- April 5, 2023	District Office	8:00am- 5:00pm	7 days	Submission and Initial Assessment of applicants' pertinent documents
April 11-14, 2023	District Office	8:00am- 5:00pm	4 days	- Orientation of the members of the District Screening Committee  - Documents Review by the District Screening Committee  - Preparation of the Tentative Ranklist
April 17-18, 2023	Division Office-HR Unit	8:00am- 5:00pm	2 days	Submission of Consolidated Ranklist for Transfer to the Division HRMPSB Committee
April 19-21, 2023	DepEd Ecotech Center	8:00am- 5:00pm	3 days	Validation of Points/Final Review and Submission by the Division HRMPSB Committee of the Tentative Ranklist for Transfer for Approval of the Appointing Authority
April 24- May 4, 2023	Division Office/conspicuous places	8:00am- 5:00pm	10 days	Posting of results.  <b>Note: Request for corrections shall only be entertained during the posting period</b>
May 5, 2023	District Office	8:00am- 5:00pm	1 day	Consolidation of points after corrections and Submission of the Corrected Ranklist to the Division HRMPSB Committee
May 8, 2023	Division Office/Deped Ecotech Center	8:00am- 5:00pm	1 day	Review and submission of the Final rank list by the Division HRMPSB Committee for the approval of the Appointing Authority
May 9, 2023 and onwards				Implementation Schedule