



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

**Office of the Schools Division  
Superintendent**

December 22, 2023

**DIVISION MEMORANDUM**

No. 567 s, 2023

**RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER  
OF NON-TEACHING PERSONNEL FOR CY 2024**

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 non-teaching personnel from one station to another covering CY 2024.
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. The ranking shall be the basis for transfers of non-teaching personnel, thus, only those in the rank list shall be considered for transfer.
4. Non-teaching personnel applying for transfer shall adopt the transfer guidelines for teachers.
5. 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).
6. Transfer applicants must have at least one (1) complete RPMS rating (January to December) in their current position to advance in the screening process.
7. Only shortlisted applicants shall proceed to the next level.
8. Applicants for transfer shall secure an endorsement from their immediate head and PSDS of their intent to transfer.
9. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
10. Applicants who failed to submit the complete mandatory requirements on the set deadline shall not be included in the pool of official applicants.



11. **Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.**
12. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
13. Refer to schedule of activities for the ranking of vacant positions.

<b>ACTIVITY</b>	<b>INCLUSIVE DATES</b>	<b>VENUE</b>
Submission of application folders through the HR Unit	December 27-29, 2023 & January 2-5, 2023 (Mondays-Fridays 8:am-5:00pm, except Holidays)	HR Unit
Assessment/Review of applicants' pertinent documents	January 8-12, 2024	SDO Conference Hall
Posting of Shortlisted applicants for vacant position	January 15, 2024	SDO HRMPSB Board/SDO Website and conspicuous places
Consolidation of points or scores for posting	January 16-17, 2024	HR Unit/Office of the HRMPSB Chairman
Posting of Tentative Comparative Assessment Result (CAR)	January 19, 2024	SDO HRMPSB Board/SDO Website and conspicuous places

14. Members of the HRMPSB/HR Unit/ Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered during Saturdays/Holidays.
15. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
16. 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.
17. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
18. For immediate, widest dissemination and guidance of all concerned.

  
**SENEN PRISCILO P. PAULIN CESO V**  
 Schools Division Superintendent  




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII – Central Visayas  
**DIVISION OF CEBU PROVINCE**  
 IPHO Bldg, Sudlon, Lahug, Cebu City

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

School and District: \_\_\_\_\_

Application Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

School/District Applied:

1<sup>st</sup> Option: \_\_\_\_\_

2<sup>nd</sup> Option: \_\_\_\_\_

<b>DOCUMENTARY REQUIREMENTS</b>	<b>STATUS OF SUBMISSION</b> (check if submitted)	<b>REMARKS</b>
1. Application Letter/Letter of Intent		
2. Omnibus Certification of Authenticity and Veracity of documents submitted		
3. Data Privacy Consent Form		
4. CSC 212 – Personal Data Sheet, Revised 2017 with latest 2x2 ID picture		
5. Certified True Copy of Transcript of Record (TOR)		
6. Latest Service Record		
7. Latest Performance Rating (with at least Very Satisfactory rating)		
8. Other Documentary Requirements/Supporting Documents based on priority area		
8.1 Declared Excess: Certification from School Head		
8.2 Length of Service Outside Home barangay/municipality: Latest Assignment Order and Certificate of Residency		
8.3 Residency: Certificate of Residency and Voter's ID		
8.4 Joining Spouse (RA4670): Marriage Contract and Assignment of Spouse		
8.5 Nursing Mother (PD 603): Medical Certificate and Birth Certificate of Child		
8.6 Danger to Life: Certification from Local Chief Executive/AFP Head of Unit		
8.7 Poor Health Condition: Medical Certificate and Laboratory Results		

**NOTE:** All documentary requirements shall be certified true copy from immediate supervisor.

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith re original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to transfer of station of the Department and for the purposes of compliance with the laws, rules, and regulations being imposed by the Civil Service Commission.

\_\_\_\_\_  
**Name and Signature of Applicant**



**RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER**  
SY \_\_\_\_\_

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)	Lifen 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 =1.5pts; not excess but school enrolment is still manageable w/o his/her presence=5pts
- More than 5 years =1.5pts; 4to 5 years=10pts; 3 years and below =5pts
- Resident of Barangay applied for=1.5pts; 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= 1.5pts
- Pregnant or with child 0-9 months=1.5pts; with child 1 year to 2 years=10pts;
- With child 2y.o and 1 month older and beyond=5pts
- Due to Armed Conflict=1.5pts; 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/L/Disease and the like) =10pts;
- Chronic diseases, etc. =5pts (Med. Cert)

District Ranking Committee: