



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

**Office of the Schools Division
Superintendent**

January 9, 2024

DIVISION MEMORANDUM

No. 011 s, 2024

**RANKING FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER
FOR SY 2024-2025**

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 teachers from one station to another for SY 2024-2025.
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”
 - ✓ **Department Memorandum No. DM-OUHROD-2023-1763** – “Reiteration of Guidelines on the Transfer of Teachers from One Station to Another”
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 evidence to establish a competitive Rank List to be used in determining the most qualified applicant. (Please refer to the attachment for the template).
4. 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”*.
5. Applicants for transfer shall secure an endorsement from their immediate supervisor and PSDS of their intent to transfer. ef






DepED
MATATAG



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone No.: (032)424-9000
Email Address: cebu.province@deped.gov.ph

6. 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
7. 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.
8. The District Screening Committee shall prepare a consolidated rank list, subject for validation by the Division HRMPSB Committee.
9. 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.
10. 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.
11. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
12. For immediate, widest dissemination and guidance of all concerned.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

(Enclosure to Division Memorandum No. ____, s.2024)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF TEACHER APPLICANTS FOR TRANSFER
FROM ONE STATION TO ANOTHER FOR SCHOOL YEAR 2024-2025**

Date	Venue	Time	No. of Days	Activities
January 9-15, 2024 (excluding Saturday & Sunday)	District Office	8:00am-5:00pm	5 days	Submission and Initial Assessment of applicants' pertinent documents
January 16-17, 2024	District Office	8:00am-5:00pm	2 days	- Orientation of the members of the District Screening Committee - Documents Review by the District Screening Committee - Preparation of the Tentative Ranklist
January 18-19, 2024	Division Office - Office of ASDS Ybanez	8:00am-5:00pm	2 days	Submission of Consolidated Ranklist for Transfer of Teachers to the Division HRMPSB Committee
January 22-26, 2024	Division Office Social Hall	8:00am-5:00pm	5 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
January 29-February 7, 2024	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. Note: Request for corrections shall only be entertained from January 29-February 2, 2024
February 5-6, 2024	District Office	8:00am-5:00pm	2 days	Consolidation of points after corrections and Submission of the Corrected Ranklist to the Division HRMPSB Committee
February 8-9, 2024	Division Office	8:00am-5:00pm	2 days	Review and submission of the Final rank list by the Division HRMPSB Committee for the approval of the Appointing Authority
February 12, 2024 and onwards				Implementation Schedule

2/16

(Enclosure to Division Memorandum No. ____, s.2024)

LIST OF DOCUMENTARY REQUIREMENTS FOR TRANSFER OF STATION

1. Application Letter / Letter of Intent to Transfer indicating the station
2. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant
3. Data Privacy Consent Form
4. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
5. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
6. Latest Service Record
7. Latest Performance Rating (with at least VS rating)
8. Other documentary requirements to support application based on priority area



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)	Lifein 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

INDICATORS AND NUMERICAL POINT ASSIGNMENT

REQUIRED DOCUMENTS

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

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

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

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

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

(Cert. of Residency/Home)

- F. Danger to Life

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

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

- G. Poor Health Condition

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

(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: _____



Republika ng Pilipinas

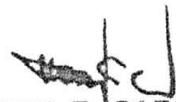
Department of Education


OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1763

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT : **Reiteration of Guidelines on the Transfer of Teachers from One Station to Another**

DATE : 15 November 2023

Pursuant to DepEd Order (DO) No. 22, s. 2013 or the *Revised Guidelines on the Transfer of Teachers from One Station to Another*, specifically item no. 6 which allows the transfer of teachers from one station to another, subject to the priority listed below

- a. When the teacher is declared excess by the School Head (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 (Republic Act 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 IRA No. 4670, *Magna Carta for Public School Teachers*;
 - e. She is a nursing mother (Presidential Decree No. 603 dated December 10, 1974, *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.

It has been observed that the procedures by which processing, and approval of requests undergo a tedious and very long process and that many of the teachers concerned are not even aware of these processes.

To facilitate the process and approval of transfer of teachers, provisions under DO 22, s. 2013 are hereby reiterated. This Memorandum likewise provides guidance to field offices and officials, including teachers seeking transfer on the streamlined process, emphasizing the spirit and intent of said Order.

In view hereof, the following should be observed:

1. The teacher who seeks transfer shall send his/her request to the Schools Division Superintendent. The same shall be endorsed by the School Head.
2. The Originating-SDO shall prepare an endorsement to the receiving-SDO requesting information as to whether the teacher can be accommodated or not.
3. The Receiving-SDO shall return through an endorsement to the originating-SDO with the information on the action taken:
 - a. *When the transfer request is favorably acted, the originating-SDO shall inform the teacher and the school head concerned of the action with the advice to prepare the necessary transfer documents.*
 - b. *When the transfer request is denied, the originating-SDO shall provide the teacher and the school head concerned of the reasons cited in the return endorsement.*
4. Upon compliance with the necessary requirements for transfer, the originating-SDO shall endorse the same to the receiving-SDO through the Regional Office.
5. The Regional Office shall then proceed with the endorsement of the same to the Regional Office concerned of the receiving-SDO. This is in compliance with the signing authority for transfer.
6. The receiving-SDO shall inform the teacher concerned of the actual first day of service.

The Office of the Undersecretary for Human Resource and Organizational Development through the Bureau of Human Resource and Organizational Development (BHROD) shall continually review the existing DO to make it relevant in the context of enhanced parameters, class organization, and typologies of schools in view of the other reasons for the transfer of teachers.

Immediate dissemination and strict compliance of this Memorandum is desired.