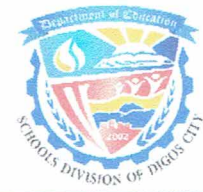




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 063, s. 2020

January 28, 2020

**GUIDELINES ON THE REQUEST FOR TRANSFER OF TEACHERS  
FROM ONE SCHOOL TO ANOTHER OR FROM ONE SCHOOLS  
DIVISION OFFICE TO THIS SCHOOLS DIVISION OFFICE**

To: **ALL APPLICANTS FOR TRANSFER**

1. Department of Education issued Department of Education Order No. 22, s. 2013 issued on April 17, 2013 known as the **“Revised Guidelines on the Transfer of Teachers from one Station to Another”**; and, Department of Education Order No. 7, s. 2015 issued on March 27, 2015, known as **“Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016”**. Both provide for guidelines on transfer.
2. Department of Education Order No. 7, s. 2015 which dealt on the **“Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016”** provided in item No. 4.2 that, ***“Upon a teacher’s appointment, assignment to a station, and 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.”*** However, item No. 4.1 of the same DepEd Order emphasized that, ***“Public school teachers requesting for transfer to another station are not considered new applicants and are therefore not subject to this hiring guidelines. DepEd Order No. 22, s. 2013, otherwise known as the ‘Revised Guidelines on the Transfer of Teachers from One Station to Another’ shall be strictly observed.”*** Likewise, Department of Education Order No. 22, s. 2013 provided the **“Revised Guidelines on the Transfer of Teachers from one Station to Another”** which applicants should follow in requesting for transfer from one station to another observing the situation provided in item No. 6.
3. In view thereof, D.O. 7 deals on new applicant, while D.O. 22 deals on teachers not considered as new applicant or who were already hired by DepEd. Hence, the two DepEd Orders compliments each other. Thus, this School Division Office shall strictly observed D.O. 22 in approving request for transfer observing the situations enumerated in item No. 6 of the latter Order, to wit:
  - 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 teachers 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.
4. Since DepEd 22, s. 2013, is the latest issuance on the Transfer of Teachers, this office shall follow the 5-year service outside the home of the applicant’s barangay.
5. Applicants for transfer shall submit to the Office of the Schools Division Superintendent the following documents which shall be evaluated by the members **Human Resource Merit Selection and Promotion Board (HRMPSB)** to determine the eligibility of the applicant for transfer:

- a. Application letter addressed to the Schools Division Superintendent;
  - b. Original copy of the subscribed Personal Data Sheet;
  - c. Certified true copy of the Appointment/s, Assignment Order, Service Record;
  - d. Original copies of the Indorsement from the School Head, District Supervisor and Schools Division Superintendent; and
  - e. Original copies of the documents which would confirm or justify the situation/s enumerated in item No. 6 of DepEd Order No. 22, s. 2013.
6. Further, any document submitted to this office in relation to the request for transfer shall be validated by the members HRMPSB through proper inquiry. An applicant who shall be found submitting fabricated/fake documents shall be charged administratively.
  7. This Division Memorandum shall take effect immediately.
  8. For immediate dissemination and strict compliance. The deadline for submission for intent to transfer shall be on **FEBRUARY 29, 2020 with no extension.**

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
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