



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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May 17, 2013

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DepEd-MALAYBALAY CITY DIVISION

RELEASED

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DIVISION MEMORANDUM

No. 125 s. 2013

GUIDELINES FOR TEACHER TRANSFEREE APPLICANT

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads
All Others Concerned

1. For the information and guidance of all concerned applicants for transfer within the Division and from other Division, the following guidelines shall be followed by this Office as agreed during the last Management Committee (MANCOM) Meeting on February 15, 2013 of this Division:
 - 1.1. The policy of ranking within the Division is based on Section 8 of GAA 2012 as stipulated in DepEd Order No. 37, s. 2012 which provides the Addendum to DepEd Order No's. 12 and 25, s. 2012; Section 9 of GAA 2013; and, DepEd Order No. 3, s. 2013 which provides the Amended Implementing Rules and Regulations (IRR) of Republic Act No. 8190.
 - 1.2. There shall be a separate ranking for transferees from within the Division and those outside of the Division.
 - 1.3. Transferees within the Division shall be the priority for transfer in keeping with the provision of GAA 2013, Section 9 while those from outside of the Division shall be accommodated as long as the above provision is already complied.
 - 1.4. Applicants for transfer shall submit the following documents:
 - a. Certification from the School Head indicating the length of service in the present station duly attested by the Schools District Supervisor (see Enclosure 3);
 - b. Performance Rating for the last three (3) rating period;
 - b.1. CBPAST SY 2012-2013
 - b.2. CBPAST SY 2011-2012
 - b.3. PAST SY 2010-2011
 - c. Certified photocopy of Voter's Registration Record; and,
 - d. Omnibus Certification of authenticity and veracity of all documents submitted.
 - 1.5. Transferees shall apply in the school where his/her residence is located. In the event that no school is situated in the barangay, the school nearest to his/her residence shall be the school to apply, or to any school of his/her choice. Chairman testifying that there is no school in the barangay where the applicant for transfer resides.



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1.6. All documents of the applicants for elementary shall be addressed to the Schools Division Superintendents through the Schools District Supervisor of the district where the school is located. For secondary, it will be likewise addressed to the Schools Division Superintendent through the School Principal where she/he is applying for. Deadline for submission of documents is on or before June 7, 2013.

1.7. The District Ranking Committee shall convene with the District Steward to evaluate the documents submitted and the rate the applicants for transfer using the percentile rate of the following:

Experience	-	50%
Performance Rating	-	50%

1.7.a. Teaching experience of applicants for transfer shall be given one (1) point for every school year but not to exceed 10 points.

For every month of service, 0.1 point shall be given.

Example: 8 months = 0.8 points
11 months = 1.1 points

Formula for computation:


No. of months x 0.5 = () x 100% = weighted points in experience scoring applicant's experience (see Enclosure 1)

1.7.b. Equivalent points for Performance Rating of applicants is transmuted with the CBPAST and PAST rating equivalents. (see Enclosure 2)

1.8.b. The Chairman of the District Ranking Committee shall submit the List of Teacher Transferees (see Enclosure 4) in hard and soft copies to the concerned District Steward of each district on June 14, 2013.

2. For further verification of the guidelines of application for transfer, where exigency of service of such applicant is deemed important, and school profile status, DepEd Order No's. 22 & 23, s. 2013 could be the source for point of clarification and reference for action.

3. Immediate and wide dissemination of this Memorandum is highly desired.


EDILBERTO L. OPLENARIA
QIC, Schools Division Superintendent

References:

- DepEd Order No. 3, s. 2013
- DepEd Order No. 22, s. 2013
- DepEd Order No. 23, s. 2013
- DepEd Order No. 37, s. 2012
- GAA 2013 & 2012

Copy furnished:

- Records Section
- Legal Section, DepEd Regional Office No. 10

TEACHING EXPERIENCE TABLE OF EQUIVALENCE
(No. of Months as teaching experience must be reflected in the rank list)

MONTHS	POINTS	MONTHS	POINTS
1	0.1	51	5.1
2	0.2	52	5.2
3	0.3	53	5.3
4	0.4	54	5.4
5	0.5	55	5.5
6	0.6	56	5.6
7	0.7	57	5.7
8	0.8	58	5.8
9	0.9	59	5.9
10	1.0	60	6.0
11	1.1	61	6.1
12	1.2	62	6.2
13	1.3	63	6.3
14	1.4	64	6.4
15	1.5	65	6.5
16	1.6	66	6.6
17	1.7	67	6.7
18	1.8	68	6.8
19	1.9	69	6.9
20	2.0	70	7.0
21	2.1	71	7.1
22	2.2	72	7.2
23	2.3	73	7.3
24	2.4	74	7.4
25	2.5	75	7.5
26	2.6	76	7.6
27	2.7	77	7.7
28	2.8	78	7.8
29	2.9	79	7.9
30	3.0	80	8.0
31	3.1	81	8.1
32	3.2	82	8.2
33	3.3	83	8.3
34	3.4	84	8.4
35	3.5	85	8.5
36	3.6	86	8.6
37	3.7	87	8.7
38	3.8	88	8.8
39	3.9	89	8.9
40	4.0	90	9.0
41	4.1	91	9.1
42	4.2	92	9.2
43	4.3	93	9.3
44	4.4	94	9.4
45	4.5	95	9.5
46	4.6	96	9.6
47	4.7	97	9.7
48	4.8	98	9.8
49	4.9	99	9.9
50	5.0	100	10.0

Note: One School year equals 10 months

TEACHER TRANSFEREE'S PERFORMANCE RATING EQUIVALENCE

CB PAST		PAST		Points
1.5	1.6	4.6	4.7	2
1.61	1.7	4.8	4.9	4
1.71	1.8	5	5.1	6
1.81	1.9	5.2	5.3	8
1.91	2	5.4	5.5	10
2.01	2.1	5.6	5.7	12
2.11	2.2	5.8	5.9	14
2.21	2.3	6.0	6.1	16
2.31	2.4	6.2	6.3	18
2.41	2.5	6.4	6.5	20
2.51	2.6	6.6	6.7	22
2.61	2.7	6.8	6.9	24
2.71	2.8	7.0	7.1	26
2.81	2.9	7.2	7.3	28
2.91	3	7.4	7.5	30
3.01	3.1	7.6	7.7	32
3.11	3.2	7.8	7.9	34
3.21	3.3	8.0	8.1	36
3.31	3.4	8.2	8.3	38
3.41	3.5	8.4	8.5	40
3.51	3.6	8.6	8.8	42
3.61	3.7	8.9	9.1	44
3.71	3.8	9.2	9.4	46
3.81	3.9	9.5	9.7	48
3.91	4	9.8	10	50

(Letter Head)

Date

CERTIFICATION

To whom it may concern,

THIS IS O CERTIFY THAT _____ is presently
(Name of Teacher)
assigned in this school from _____ to date . This
(Date of First Day of Service in the Present Station)
certifies further that he/she has served in this school for _____ months.
(No. of Months)

This certification is issued upon the request of the above- named teacher
for his/her application to transfer.

Signature

Printed Name of School Head

Attested by:

Signature

Printed Name of Schools District Supervisor

(Enclosure No 4 to Division Memorandum No. 15, s. 2013)

List of Teacher Transferees
Secondary/Elementary

No.	Name	Address	Phone No.	Present Station	School Applied	Experience in the no. yrs in the present Station	PAST/CB-PAST			TOTAL PASTT	TOTAL POINTS	RANK
							2010-2011	2011-2012	2012-2013			

Prepared by:

Chairman _____ Member _____ Member _____ Member _____

Reviewed by: Division selection Committee

Chairman _____ Member _____ Member _____ Member _____