



Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

DM 2020-01-016  
DATE: \_\_\_\_\_  
RECEIVED  
JAN 10 2020  
BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 016, s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:** VICTORIA V. GAZO, PhD., CESO V  
Schools Division Superintendent

**DATE:** January 8, 2020

**SUBJECT: SUBMISSION OF APPLICATION FOR TRANSFER IN THIS DIVISION**

1. The field is hereby informed that teachers who wish to apply for transfer in this Division shall submit pertinent documents on or before February 2020 in this Division Office.
2. The documents to be submitted are the following:
  - 2.1. Application letter for transfer addressed to Schools Division Superintendent stipulating pertinent information eg. major subject specialization in Junior High School (JHS) and Senior High School (SHS)
  - 2.2. Performance Rating for the last three (3) years
  - 2.3. Updated Service Record
  - 2.4. Proof of residency (VRR, Billing statements)
  - 2.5. Certificate of awards and recognition
  - 2.6. Omnibus Sworn Statement duly notarized (downloadable at [depedmalaybalay.net](http://depedmalaybalay.net))
  - 2.7. Certification of the following from the School Head:
    - That the teacher is excess in the School
    - That the teacher has served within three (3) years or more in the present station
    - That the teacher is joining his/her spouse in same School
    - That the teacher is a nursing mother with attached Birth Certificate of the child
    - That the teacher's life is in danger with attached support documents
    - That the teacher has poor health condition with attached support documents

3. The documents submitted will be given corresponding points as follows:

Document	Maximum Points
Performance Rating <i>(3 rating periods - in the present station)</i>	35



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Experience <i>(1 point per year)</i>	10
Residence <i>within the Barangay – 10</i> <i>within the City – 7</i>	10
Nursing Mother <i>0 - 12 months - 10</i> <i>13 - 24 months - 7</i>	10
Joining the Spouse <i>within the School – 10</i> <i>within the City – 7</i>	10
Poor health condition	10
Life threats	10
Awards and recognition	5
<b>Total points</b>	<b>100</b>

4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE