



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

7020-24122
DM2020-12-478
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE DEC 07 2020
BY: [Signature]

DIVISION MEMORANDUM

No. 479, 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: December 7, 2020

SUBJECT: **Submission of Application Documents for Transfer in this Division -
Elementary School Master Teachers**

1. The field is hereby informed that Master Teachers who wish to apply for transfer in this Division shall submit pertinent documents on or before **December 15, 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
 - 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)
 - 2.7. Certification of the following from the School Head:
 - That the Master Teacher is excess in the School
 - That the Master Teacher has served within three (3) years or more in the present station
 - That the Master Teacher is joining his/her spouse in same School
 - That the Master Teacher is a nursing mother with attached Birth Certificate of the child
 - That the Master Teacher's life is in danger with attached support documents
 - That the Master Teacher has poor health condition with attached support documents
3. The documents submitted will be given corresponding points as follows:



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com



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No.	Reason for Transfer	Supporting Docs.	Points
1	When the Master Teacher is declared excess by the SH and/or his/her expertise/area of specialization is needed in another school/ district /division;	Certification from the Schools Division signed by the SDS	15 points
2	The Master Teacher has served for more than five years outside his/her home barangay/municipality,	Service Record and Endorsement from School Head	Max. of 10 points (1 point per year of experience)
3	The Master Teacher is a bonafide resident of the (barangay, municipality, city, or province where the school is located (RA No.8190, Localization Law)	Teacher's Voter's ID or Voter's Certificate	Brgy. Level – 10 pts. Municipal Level - 7 pts. Provincial Level - 5 pts.
4	The teacher is joining his/her husband/wife in the same school (RA No 4670);	Marriage Contract and Certification from School head of receiving school	10 points
5	She is a nursing mother (PD No 603, Child and Youth Welfare Code);	Birth Certificate of the Child/children	2 years below - 10 pts 2 years up - 5 pts
6	The Master teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located;	Certification by the Office of National Defense	10 points
7	He/She is in poor health condition, as evidenced by pertinent medical records to that effect.	Medical Certificate for ailments such as but not limited to: > Accident > Major operation >Heart ailment > Cancer	10 points
Addl. Criteria	Master Teacher's Performance	IPCR for 3 years	4.5-5.0= 25 pts 3.5-4.1= 20 pts 2.6-3.4 = 15 pts Below 2.5 – 10 pts
Plus Factor	Rewards and Recognition	Certificates authenticated by proper authorities	School Level – 1 pt. District Level – 2 pts. Division Level – 3 pts. Regional Level – 4 pts. National Level – 5 pts.

4. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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