



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

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DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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BY: [Signature]

**DIVISION MEMORANDUM**

No. 063, s. 2022

**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:** February 3, 2022

**SUBJECT: REITERATING THE REVISED GUIDELINES ON TRANSFER OF  
TEACHERS AND SUBMISSION OF APPLICATION DOCUMENTS FOR  
TRANSFER**

1. This Office reiterates the Revised Guidelines on the Transfer of Teachers from one station to another based on the DepEd Order no. 22, s. 2013.
2. Transfer of teachers from one station to another can be considered when;
  - a. The recipient school/station is in need of additional teacher.
  - b. The teacher is declared excess by the principal/school head and is needed in another school/district/division. The teacher is subject for transfer.

*Note:* transfer maybe made even without the consent of the teacher

  - c. Teachers to be transferred "in the exigency of the service"

In the event that teachers are transferred in the exigency of the service, the following may serve as a guide for transfer:

- Teachers who were last to be hired (Last in, First out)
- Non-resident where the school is located
- Resident of the barangay or municipality of the proposed recipient school



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3. When teachers identified in 2.b and 2.c desire not to transfer, they shall be given additional assignment, such as:

- ✓ Remedial and summer classes
- ✓ Work related to Alternative Delivery Modes (ADMs)
- ✓ Task concerning Alternative Learning Systems (ALS)
- ✓ Assignment that their School heads may deem proper

4. For teachers who are seeking for transfer to another station which is in need of additional teachers, the following situations based on DO #22 s. 2013 shall be given priority with corresponding points as guide to identify who among the teachers seeking for transfer will be moved first;

| No. | Reason   | Supporting Documents  | Points  |
|-----|--|---|---|
| 1   | When the 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 pts  |
| 2   | The teacher has served for more than five years outside his/her home barangay/municipality;  | Service Record & Endorsement from the School Head   | Maximum of 10 points (1 point per year of experience )            |
| 3   | The 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<br>Mun. Level – 7 pts<br>Prov'l Level– 5 pts |
| 4   | The teacher is joining his/her husband/wife in the same school (RA No. 4670);  | Marriage Contract & Certification from the School head  | 10 pts  |
| 5   | She is a nursing mother (PD No. 603, Child and Youth Welfare Code);  | Birth Certificate of the Child/children   | 2 yrs below – 10 pts<br>2 yrs up – 5 pts                          |
| 6   | The 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 pts  |
| 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:<br>- Accident<br>- Major operation | 10 pts  |





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|                       |                       |                             |  |
|-----------------------|-----------------------|-----------------------------|--|
|                       |                       | - Heart ailment<br>- Cancer |  |
| Addl<br>Cri-<br>teria | Teacher's Performance | IPCRF for 3 years           | 4.5-5.0 = 25 pts.<br>3.5-4.4 = 20 pts.<br>2.5-3.4 = 15 pts.<br>Below 2.5 = 10 pts. |

5. This office also considered the DepEd Order No. 7, s. 2015 which stipulates that "Upon a teacher's appointment, assignment to 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."
6. Under other conditions, teacher's transfer can likewise be effected "in the exigency of the service" as determined by the Schools Division Superintendent.
7. Application for transfer with supporting documents will be submitted to the Office of the Schools Division Superintendent is extended until **March 1, 2022**. Late submission of transfer documents will be considered in the succeeding year.
8. Immediate dissemination and compliance with this Memorandum is directed.

Copy furnished:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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