



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

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DEPED MALAYBALAY CITY DIVISION
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JAN 24 2023
By: 344
Almadon

DIVISION MEMORANDUM

No. 027, s. 2023

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 24, 2023

**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

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



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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 Mun. Level – 7 pts 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 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: - Accident - Major operation - Heart ailment - Cancer	10 pts
Addl Criteria	Teacher's Performance	IPCRF for 3 years	4.5-5.0 = 25 pts. 3.5-4.4 = 20 pts. 2.5-3.4 = 15 pts. 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



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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. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant’s age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
8. Application for transfer with supporting documents will be submitted to the Office of the Schools Division Superintendent is extended until **February 24, 2023**. Should there be changes in the advent of the new RSA guidelines, the Office shall adhere to such and if necessary shall require additional documents from the applicants. Late submission of transfer documents will be considered in the succeeding year.
9. Immediate dissemination and compliance with this Memorandum is directed.

Copy furnished:

Records Unit
Personnel Unit



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