



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

2023-74982

DM 2023-07-248
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 7/24/23 TIME: 9:26
BY: [Signature]

DIVISION MEMORANDUM

No. 248, s. 2023

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

FROM: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

DATE: June 29 2023

SUBJECT: Announcement on the Submission of Summary List of Teachers Seeking for Transfer in this Division

1. This Office announces the process in the application for teachers seeking for transfer in this Division. The School Heads together with the assigned Administrative Officer II (AOII) (*if applicable*) shall collect the letter of intent of teachers in their respective Schools who wish to apply for transfer. Intent letter shall indicate three (3) preferred schools wished to be transferred at. These intent letters shall be attached to the summary to be prepared by the AO II certified correct by the School Head.
2. Attached herewith is the template of the Summary List of Teachers Seeking for Transfer for SY 2023-2024 (*Annex A*). School Head shall prepare a separate sheet for each level. One for Kinder/Elem, another sheet for Junior High School, and another for Senior High School whichever is applicable.
3. Submission of Summary List of Teachers Seeking for Transfer to this Office shall not be later than **July 12, 2023**.
4. 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.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY
(Name of District)
(Name of School)

SUMMARY LIST OF TEACHERS SEEKING FOR TRANSFER OF STATION FOR SY 2023-2024

Level: (example: K/Elem. or JHS or SHS)

No.	Name of Teacher	Position	Month/Year Deployed	Home Address	Cell No.	Performance Rating	Major (for JHS/ SHS)	Preference 1	Preference 2	Preference 3	Remarks

Prepared by:

Certified Correct:

Administrative Officer II

School Head