



Republika ng Pilipinas


Department of Education


OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1363

TO Regional Directors
Schools Division Superintendents
All Others Concerned

FROM 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT Reiteration of Guidelines on the Transfer of Teachers from
One Station to Another

DATE 15 November 2023

Pursuant to DepEd Order (DO) No. 22, s. 2013 or the *Revised Guidelines on the Transfer of Teachers from One Station to Another*, specifically item no. 6 which allows the transfer of teachers from one station to another, subject to the priority listed below:

- a. When the teacher is declared excess by the School Head (SH) and/or his/her expertise/area of specialization is needed in another school/district/division.
- b. The teacher has served for more than five years outside his/her home barangay/municipality;
- c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (Republic Act No. 8190, *Localization Law*), as evidenced by the teacher's Voter's ID;
- d. The teacher is joining his/her husband/wife in the same school (IRA No. 4670, *Magna Carta for Public School Teachers*);
- e. She is a nursing mother (Presidential Decree No. 603 dated December 10, 1974, *Child and Youth Welfare Code*);
- f. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located, or

