14 January 2026

DIVISION MEMORANDUM
No. _____034_____ s. 2026

PROCESS FLOW ON THE REQUEST FOR TRANSFER OF TEACHERS WITHIN THE DIVISION

To: Assistant Schools Division Superintendent
        Chief Education Supervisors
        Heads, Public Elementary and Secondary Schools
        Heads, Unit/Section
        All Others Concerned

1.   Pursuant to **DepEd Order No. 22, s. 2013**, titled *Revised Guidelines on the Transfer of Teachers from One Station to Another*, this Office provides guidance on the **request for transfer of teachers within the division**. All concerned personnel are advised to strictly follow the procedures outlined to ensure transparency, efficiency, and compliance with existing policies.

2.   The detailed **Process Flow on the Request for Transfer of Teachers Within the Division** is attached as **Enclosure 1**.

3.   Immediate dissemination and strict compliance of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 022, s. 2013
To be indicated in the Perpetual Index
        under the following subjects:

        TRANSFER OF TEACHERS

OSDS Personnel Unit – process flow on the request for transfer of teachers within the division
PERN8D6T-002297 /January 14, 2026

Enclosure 1: Process Flow on the Request for Transfer of Teachers Within the Division

1. **Teacher**
   - Submits a formal written request indicating the reason/s for transfer and preferred school to the current School Head.

2. **School Head**
   - Checks and confirms the request.
   - Endorses the request to the Division Office.

3. **Division Office**
   - Checks and verifies the teaching loads of the requesting teacher.
   - Evaluates request as to reasons and staffing requirements based on approved planning parameters.
   - The teacher and School Head will be informed on the outcomes of the review and status of request for transfer.

Note: Requests without proper endorsement from the School Head shall not be accepted.