



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 MAY 2022

DIVISION MEMORANDUM

No. 041 s. 2022

**TRANSFER/REASSIGNMENT OF ELEMENTARY AND SECONDARY SCHOOL HEADS**

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

1. In exigency of the service and in view of the natural vacancies due to retirement and promotion of some school administrators, and the policy on reshuffling of school administrators, this Office informs the movement, transfer of assignments of school heads in the Elementary and Secondary schools.
2. This is in line with the Department of Education (DepEd) mandate in the promotion of efficient and effective services and a way to adhere in implementing DepEd Order No. 7, s. 1999. The Implementation of reshuffling/transfer provides opportunity for school administrators to share their expertise to the other schools in terms of management skills improvement of academic performance and develop other competencies for the betterment of schools in the division.
3. Anent this, all school heads are expected to submit letter of intent address to the Office of the Schools Division Superintendent on or before **June 10, 2022** signifying the purpose of transfer to any school within the division. School Heads must include in the letter the three (3) schools of their choice and reasons to justify the request for transfer. Those who have less than three (3) years of service and affected by the reshuffling shall also be moved.
4. Instances that the school administrators are set to retire due to mandatory and optional retirement in then next six (6) months she/he may opt to be retained in the present station provided that an intent letter to retire shall be submitted to the Division Office/Administrative Office.
5. Schools Administrators who will be reassigned/transferred shall submit school clearance from money and property to the division office before their reassignment order.
6. Immediate dissemination and compliance of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
 Schools Division Superintendent



Brgy. Poto, Tayabas City



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