



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

11 Dec 2023


DIVISION MEMORANDUM

No. 676 s.2023

**REITERATION OF GUIDELINES ON THE TRANSFER OF TEACHERS FROM ONE  
STATION TO ANOTHER (WITHIN AND OUTSIDE THE REGION)**

To: OIC-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, entitled Revised Guidelines on the Transfer of Teachers from One Station to Another, enclosed herewith is Regional Memorandum No. 725 s. 2023 for the reiteration of the aforementioned guidelines.
2. Furthermore, an illustrative Flow Chart for the abovementioned procedure as discussed by the Regional Director during the Regional Management Committee meeting held at the Quezon Provincial Capitol, Lucena City last November 17, 2023 is also attached.
3. For information and guidance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 22, s. 2013

To be indicated in the Perpetual Index  
under the following subjects:

N/A

OSDS Personnel Unit – Transfer of teachers  
None/December 11, 2023



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Admin-RM-2023-725

29 November 2023


**Regional Memorandum**  
No. 725 s.2023

**REITERATION OF GUIDELINES ON THE TRANSFER OF  
TEACHERS FROM ONE STATION TO ANOTHER**

To **Schools Division Superintendents**  
**All Others Concerned**

BY: LR/AS  
DATE: 12-05-23 Time: 1:59  
Control No. 120523-RO7

1. Enclosed herewith is the Memorandum DM-OUHROD-2023-1763 signed by DIR. WILFREDO E. CABRAL, Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, and ATTY. REVSEE A. ESCOBEDO, Undersecretary for Field Operations dated November 15, 2023, regarding the **guidelines for transfer of teachers from one station to another**.
2. Attached also is the Illustrative Flow Chart for the said process as discussed by the Regional Director during the Regional Management Committee meeting held at the Quezon Provincial Capitol, Lucena City last November 17, 2023.
3. Immediate dissemination and compliance of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

ROA3



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## Department of Education

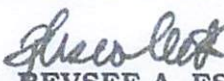
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-1763

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:

- 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;
- The teacher has served for more than five years outside his/her home barangay/municipality;
- 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;
- The teacher is joining his/her husband/wife in the same school IRA No. 4670, *Magna Carta for Public School Teachers*);
- She is a nursing mother (Presidential Decree No. 603 dated December 10, 1974, *Child and Youth Welfare Code*);
- 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

- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

It has been observed that the procedures by which processing, and approval of requests undergo a tedious and very long process and that many of the teachers concerned are not even aware of these processes.

To facilitate the process and approval of transfer of teachers, provisions under DO 22, s. 2013 are hereby reiterated. This Memorandum likewise provides guidance to field offices and officials, including teachers seeking transfer on the streamlined process, emphasizing the spirit and intent of said Order.

In view hereof, the following should be observed:

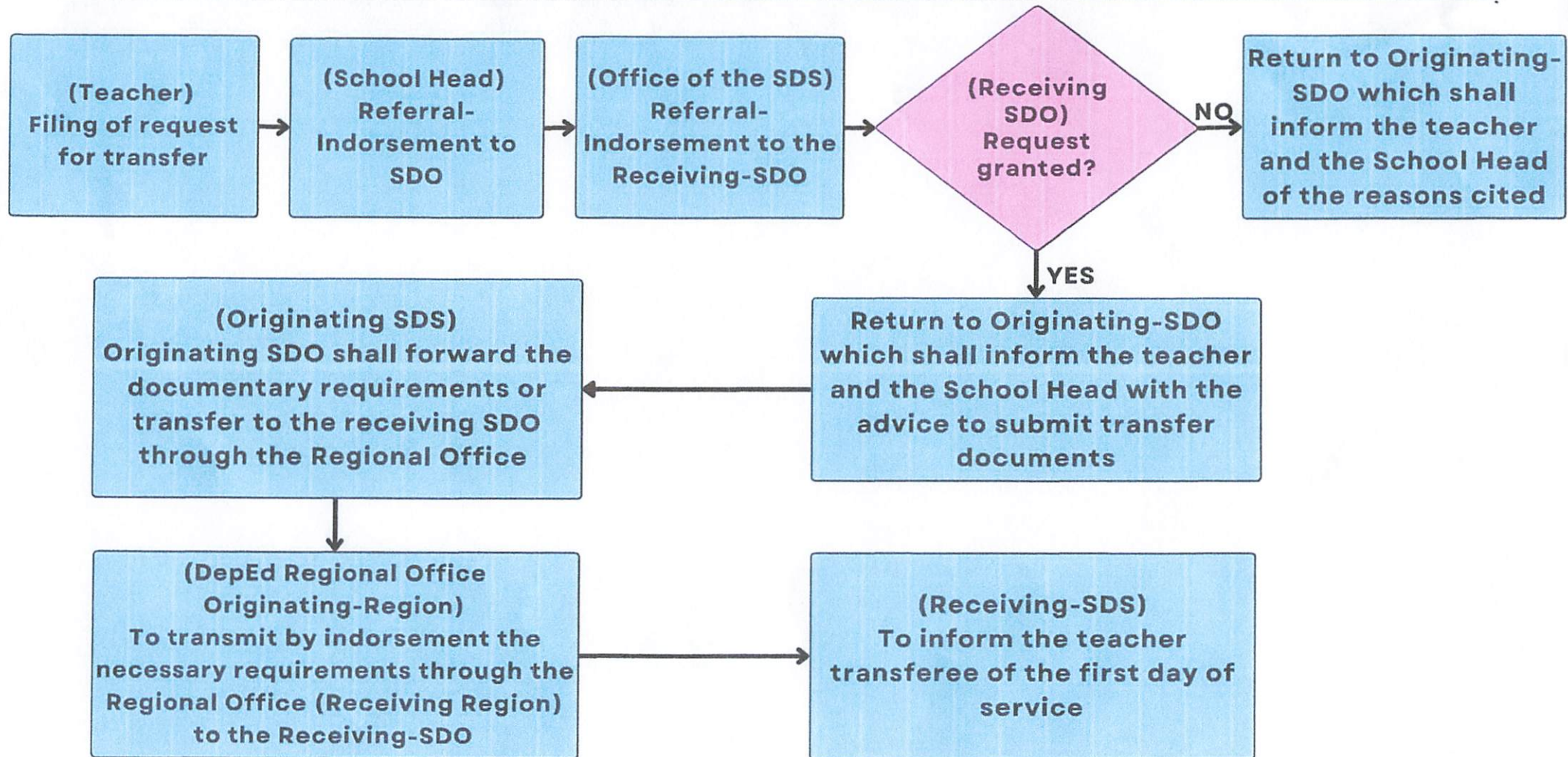
1. The teacher who seeks transfer shall send his/her request to the Schools Division Superintendent. The same shall be endorsed by the School Head.
2. The Originating-SDO shall prepare an endorsement to the receiving-SDO requesting information as to whether the teacher can be accommodated or not.
3. The Receiving-SDO shall return through an endorsement to the originating-SDO with the information on the action taken:
  - a. *When the transfer request is favorably acted, the originating-SDO shall inform the teacher and the school head concerned of the action with the advice to prepare the necessary transfer documents.*
  - b. *When the transfer request is denied, the originating-SDO shall provide the teacher and the school head concerned of the reasons cited in the return endorsement.*
4. Upon compliance with the necessary requirements for transfer, the originating-SDO shall endorse the same to the receiving-SDO through the Regional Office.
5. The Regional Office shall then proceed with the endorsement of the same to the Regional Office concerned of the receiving-SDO. This is in compliance with the signing authority for transfer.
6. The receiving-SDO shall inform the teacher concerned of the actual first day of service.

The Office of the Undersecretary for Human Resource and Organizational Development through the Bureau of Human Resource and Organizational Development (BHROD) shall continually review the existing DO to make it relevant in the context of enhanced parameters, class organization, and typologies of schools in view of the other reasons for the transfer of teachers.

Immediate dissemination and strict compliance of this Memorandum is desired.

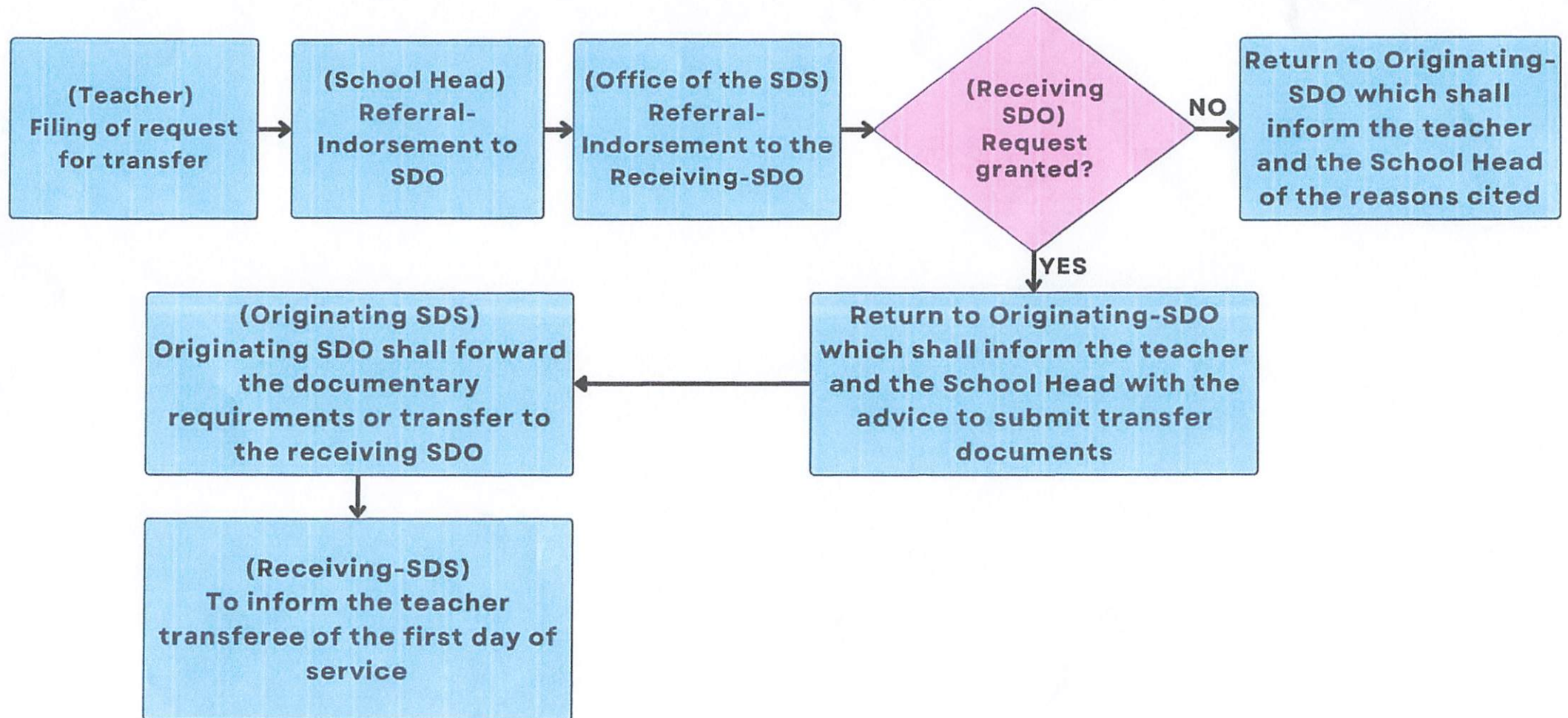


## FLOW CHART OF GUIDELINES ON THE TRANSFER OF TEACHERS FROM REGION IV-A TO ANOTHER REGION





## FLOW CHART OF GUIDELINES ON THE TRANSFER OF TEACHERS FROM ONE DIVISION TO ANOTHER WITHIN THE REGION



## **DOCUMENTARTY REQUIREMENTS FOR TRANSFER**



- **Division Clearance**
- **Service Record**
- **Last day of Service**
- **Performance Rating (for the last two years)**
- **Certification of Unused Leave/Service Credits**
- **Certification of Last Salary and Benefits Received**
- **Special Order of Transfer**
- **Personal Data Sheet (Form 212) with work experience sheet**
- **Certificate of Eligibility (Authenticated Copy)**
- **Position Description Form**