

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 27, 2025

DIVISION MEMORANDUM

No. 710 s. 2025

**SUBMISSION OF APPLICATION FOR TRANSFER OF TEACHING PERSONNEL
 WITHIN SDO CATANDUANES FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
 SGOD & CID CES and Personnel
 OSDS Unit Heads and Personnel
 Elementary & Secondary School Heads/TICs
 School-based Teaching & Non-Teaching Personnel

1. This Office now accepts applications for transfer of Teaching Personnel within the Schools Division Office of Catanduanes. Applications for transfer outside of SDO Catanduanes will be facilitated as usual thus may be filed anytime.

2. While Division Memorandum No. 253, s. 2023 titled Revised Policy Guidelines on the Transfer of Teachers in the Schools Division of Catanduanes is under review, the decisions for transfer will be based on DepEd Order No. 22, s. 2013 "Revised Guidelines on the Transfer of Teachers From One Station to Another" and Memorandum DM-OUHROD-2023-1763 "Reiteration of the Guidelines on the Transfer of Teachers from One Station to Another"

3. The procedure in DM-OUHROD-2023-1763 shall be adopted by this Office as follows:

- a. The teacher who seeks transfer shall send his/her request to the Office of the Schools Division Superintendent. The same shall be endorsed by the School Head.
- b. The transfer applicant must attach relevant document/s in support of his/her intent in reference to the prioritization provided:

1. Teacher is declared excess by the School Head and/or his/her expertise/area of specialization is needed in another school/district	1. Joint certification from the School Head and Planning Officer that s/he is an excess teacher and/or his/her expertise/area of specialization is needed in another school
2. The teacher has served for more than five years outside his/her home barangay/municipality	1. Service Record, and 2. Certification from the School Head
3. The teacher is a <i>bonafide</i> resident of the barangay or municipality, municipality or where the school is located (R.A. 8190 <i>Localization Law</i>)	1. Certificate of Residency from the Punong Barangay, or voters ID or Philippine ID Card issued by PSA
4. The teacher is joining his/her spouse in the same school (R.A.	1. Marriage Contract, and



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4670 <i>Magna Carta for Public School Teachers</i>)	2. Certificate of employment of spouse
5. She is a nursing mother (P.D. No. 603 <i>Child and Youth Welfare Code</i>)	1. Birth Certificate of the Child
6. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located	1. Police/Barangay blotter, and 2. Certification from the MDDRMO or PNP on the current state of the area
7. S/he is in poor health condition, as evidence by pertinent medical records to that effect	1. Medical Certificate issued by a physician within the last six (6) months

- c. Submission of letter request and documents will be until 3PM of April 15, 2025 (Tuesday) at the Records Section of the Schools Division Office. No other documents will be accepted after the deadline.
 - d. From April 21, 2025 to May 23, 2025 or earlier, all applications will be reviewed by the Committee on Teacher Transfer who shall prepare a Registry of applicants as recommendation to the OIC-Schools Division Superintendent.
 - e. The Committee on Teacher Transfer shall be headed by the Assistant Schools Division Superintendent with the following members: Administrative Officer V-Admin, HRMO, SEPS for Planning and Research and the Planning Officer.
 - f. The OIC Schools Division Superintendent shall issue the Transfer Order of teachers qualified for transfer.
 - g. Transfers shall take effect right after the 2025 National and Local Elections ban is lifted.
4. It is requested that the transfer application documents be placed in color-coded folders for facility: White folder for Elementary Teachers, Red folder for Junior High School Teachers and Yellow for Senior High School Teachers. Applicants during the previous years shall reapply and submit the required documents so that their application will be included in the committee review.
5. Endorsement from groups or private individuals is not required and is highly discouraged in adherence to the equal opportunity principle.
6. Concerns may be raised to the HRMO through email hrmorsp.ctd@deped.gov.ph
7. This memorandum is for information, guidance and compliance.


CECILE C. FERRO CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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