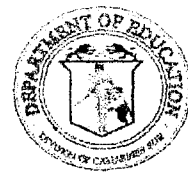




Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



July 14, 2015

DIVISION MEMORANDUM
NO. 101 S. 2015

GUIDELINES ON THE TRANSFER OF TEACHERS

TO: Asst. Schools Division Superintendents
Chief of the CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

1. The Basic Education Information System (BEIS) Teachers Deployment Analysis reveals yearly imbalance in the deployment of public school teachers. While the division of Camarines Sur consistently exert all means to ensure equity of teacher deployment, effecting transfer of teachers from one station to another remains a concern.
2. Pursuant to RA 9155, RA 4670 and DepED Order No. 22, s. 2015, the Schools Division Superintendent is given the authority to effect transfer of teachers in the exigency of service. It is a practice of this office to seek first the consent of teacher to be transferred; however in many instances it is imperative to effect transfer even without the consent of the teacher in the exigency of service. Hence, to have a common orientation of all personnel, this memo on transfer of teachers is hereby issued.
3. As a matter of policy, the SDS can effect transfer either voluntarily or "in exigency of service". Transfer can be considered under "exigency of service when the following conditions are present:
 - a. When the pupil/student-teacher ratio of the school is below 35:1 for elementary and 27:1 for secondary level, except when the school is implementing multigrade classes;
 - b. When there is considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, natural disasters, resettlement of families, closure of large private firms in the area, and other similar circumstances; or
 - c. When the teacher is declared excess by the principal/school head (SH) thru the Planning office (E-BEIS)
4. As such, in the event that teachers are transferred in the exigency of the service, the following may serve as a guide in the decision on who to transfer:
 - a. Teachers who were last to be hired (Last in, First out);
 - b. Secondary school teachers teaching subject other than their areas of specialization;
 - c. Residents of the barangay or municipality of the proposed recipient school; or
 - d. Non-residents of the barangay or municipality where the school is located;
 - e. 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

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

5. In cases of voluntary transfer, the following circumstances shall serve as guide in considering whether a teacher can be included in the list of transferees:

- a. The teacher has served for more than five years outside his/her home/ barangay/municipality; (DepED Order no. 22 s. 2013) or upon appointment, assignment to a station, and acceptance of the position as a newly hired teacher, with the condition that he/she shall not be transferred to another school until after rendering three (3) years of service to the school.
- b. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190, Localization Law).
- c. The teacher is joining his/her husband/wife in the same school (RA No. 4670);
- d. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
- e. Solo Parent Act

6. For voluntary transfer, the following procedure shall be observed:

6.1. The teacher submits application letter and other document to the school where she intends to transfer from February 1 to April 15.

Documents to be attached to application

- ❖ Information sheet
- ❖ Service record
- ❖ Performance rating
- ❖ Awards received
- ❖ Trainings attended
- ❖ Research/Innovation
- ❖ Other relevant documents for justifying the request for transfer

6.2. The school heads creates a committee to evaluate the document of the transferees.
Composition of the school evaluation committee:

Chairman: School Heads
Members: 2 Department Heads (sec.) or
2 Master Teachers/ key teachers (elementary)

6.3. The school committee shall asses the documents of the transferees using the given Criteria:

1.	EXPERIENCE		10 pts.
	5 years above	- 10 pts	
	3 years	- 2 pts for every year until the 4 th year	
2.	ACCOMPLISHMENTS		80 pts.
	RPMS	- 50 pts	
	Awards	- 15 pts	
	• National	- 15	
	• Regional	- 10	
	• Division	- 5	
	• School	- 2	
	Trainings	- 15 pts	
	• National	- 15	
	• Regional	- 10	
	• Division	- 5	
	• School	- 2	

	Acti	Research & Innovation	
		• Action Research - 5	
		• Innovation - 5	
3.	EDUCATION		10 pts.
		• Doctoral Degree - 10 pts.	
		• CAR - 8 pts.	
		• MA - 6 pts.	
		• CAR - 4 pts.	
		TOTAL	100 pts.

The teacher transferee should obtain a total of fifty (50) points to be included in the list of transferees.

- 6.4. The school Committee prepares a summary of the ranking and submits it with all the documents of the transferees to the office of the Assistant Schools Division Superintendent In-charge on or before April 30 of every calendar year.
7. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charge administratively pursuant to Republic ACT (RA) No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and other relevant laws, rules, and regulations.
8. Immediate dissemination and compliance is directed.

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ARNULFO M. BALANE, CESO V
 Schools Division Superintendent

References:

DepEd Order No. 23, s. 2013
 RA 9155
 RA 4670
 RA 6713

To be indicated in the Perpetual index
 under the following subjects

POLICY
 SCHOOLS
 TEACHERS
 TRANSFER