

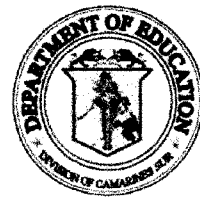


Department of Education

Region V

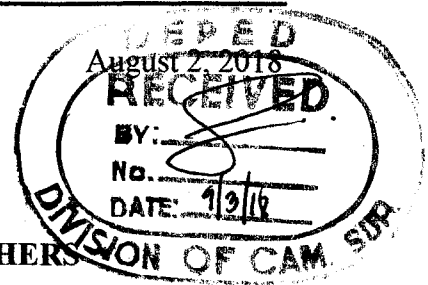
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 280, s. 2018



GUIDELINES ON THE TRANSFER OF TEACHERS

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

1. The transfer from one station to another is important to ensure equity of teacher deployment and to comply with government legislations on employee welfare.
2. In reference to DepEd Order No. 22, s. 2013, the Schools Division Superintendent may effect the transfer of teacher either voluntary or in the exigency of the service.
3. The transfer may be made in the **exigency of the service** in the following cases:
 - 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 and his /her expertise / area of specification is needed in another school / district / division.
4. The following may serve as guide in the decision on whom to transfer in the **exigency of the service**:
 - a. Teachers who were last to be hired (Last in, First out);
 - b. Residents of the barangay or municipality where the school is located;
 - c. Residents of the barangay or municipality of the proposed recipient school; or
 - d. Secondary school teachers teaching subjects other than their areas of specialization.
5. In case of **voluntary transfer**, the following situations should be given a priority:
 - a. When the teacher is declared excess by the School Head and/or his/her expertise/area of specialization is needed in another school / district / division;
 - b. The teacher has served for more than five years outside his/her home barangay / municipality;
 - c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190, Localization Law), as evidenced by the teacher's Voter's ID;
 - d. The teacher is joining his/her husband wife in the same school (RA No. 4670);
 - e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
 - f. 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.

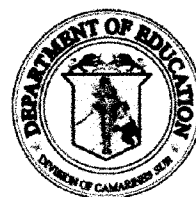


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



6. The following procedure shall be observed for voluntary transfers:

6.1. From February 1 to March 30 each year, the teacher may submit a letter addressed to the Schools Division Superintendent on his/her intent to transfer to another school. It must be duly endorsed by his/her School Head and District Supervisor with the following documents:

- a. Updated Personal Data Sheet
- b. Service Record
- c. Performance Rating
- d. Certificate of Employment of Spouse
- e. Voter's ID

6.2. The PSDS consolidates the Transfer Intent of Teachers and submit it to the Office of the Schools Division Superintendent within the first week of April. *(Transfer Form A in the Enclosure to this Memo may be used for this report)*

7. For transfers in the exigency of the service as defined in Number 4 of this memorandum, the following procedure shall be observed:

7.1 Within the First Quarter of the School Year, the Public Schools District Supervisor may recommend the transfer of teacher/s to the Schools Division Superintendent with the District Statistical Data as an attachment. *(Transfer Form B in the Enclosure to this Memo may be used for this report)*

8. For reasons of danger to life and health, the teacher may submit a letter of request addressed to the Schools Division Superintendent. It must be duly endorsed by his/her School Head and District Supervisor with the following documents (as necessary): *(Transfer Form C in the Enclosure to this Memo may be used for this report)*

- a. Medical Records
- b. Police Blotter / Brgy. Blotter
- c. Incident Report
- d. Other relevant documents

9. These guidelines are consistent with DepEd Order No. 22, s. 2013 and shall take effect on August 28, 2018 onwards. Other issuances which are inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

10. Immediate dissemination of and strict compliance with this Memo is desired.

CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Reference:

DO No. 22, s. 2013

Teacher Transfer Form A:
(Voluntary Transfer)

(DISTRICT)
TRANSFER REQUEST REPORT

Date of Request	Name of Teacher	Date of Original Appointment	No. of years in last station	Reason for Request to Transfer	Remarks / Recommendation

Prepared by:

PSDS

Teacher Transfer Form B:
(Exigency of Service)

(DISTRICT)
TRANSFER RECOMMENDATION REPORT

Date of Request	Name of Teacher	Date of Original Appointment	No. of years in last station	Remarks / Recommendation

Attachment: District Statistical Data

Prepared by:

PSDS

Teacher Transfer Form C:
(Life / Health)

(DISTRICT)
TRANSFER RECOMMENDATION REPORT

Date of Request	Name of Teacher	Date of Original Appointment	No. of years in last station	Reason for Request to Transfer	Pertinent Record Presented	Action

Pertinent Records may be any of the following:

- ❖ Medical records
- ❖ Police blotter / Brgy. Blotter
- ❖ Incident Report
- ❖ Other relevant documents

Prepared by:

PSDS

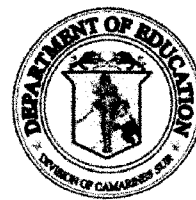


Department of Education

Region V


DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS



FROM : CECILE BERNADETTE P. RIVERA
School Division Superintendent

RE : RECOMMENDATION ON APPLICATION FOR TRANSFER

DATE : SEPTEMBER 1, 2018

Relative to the Division Memo No. 280 s. 2018 on the Guidelines on the Transfer of Teachers, the Public Schools District Supervisors are requested to make recommendations on the application for transfer submitted to this Office from April 15, 2018 to July 31, 2018.

It is expected that recommendations are submitted not later than September 10, 2018.

Thank you.