



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

29 June, 2023

DIVISION MEMORANDUM
No. 253 s. 2023

**REVISED POLICY GUIDELINES ON THE TRANSFER OF TEACHERS
IN THE SCHOOLS DIVISION OF CATANDUANES**

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. The Department of Education, Schools Division Office of Catanduanes issues the enclosed Revised Policy Guidelines on Transfer of Teachers in the Schools Division of Catanduanes.
2. All concerned personnel, school officials and teachers are directed to disseminate these guidelines and ensure adherence to the provisions contained in this order.
3. This order shall take effect this school year 2023-2024 after it has been published in the agency website and shall remain in effect unless repealed, amended or rescinded. All previous issuances relative to this Memorandum which are found inconsistent are deemed superseded or modified accordingly.
4. For immediate, widest dissemination and strict compliance of all concerned.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encls:
As stated

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

POLICY TRANSFER

MBL/DM-Revised Policy Guidelines on the Transfer.....
014/June 29, 2023





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

**REVISED POLICY GUIDELINES ON THE TRANSFER OF TEACHERS IN
DEPED SCHOOLS DIVISION OFFICE OF CATANDUANES**

I. Rationale

Teachers are sometimes placed or assigned in areas outside of far from their official residences to provide equity in the deployment of qualified teachers based on the needs of the schools.

As such, there are instances when teachers are confronted with hard challenges such as coping with time, family situation such being a nursing mother and breadwinner, health, expenses and other concerns. This affects the overall disposition of teachers and the overall well-being and fitness which may redound to performance issues.

This Office acknowledges the immensity of commitment, dedication and devotion of teachers to their craft along with the amount of sacrifice they endure when they are assigned to far-flung areas and/or in places outside their permanent residences.

Thus, in reference to DepEd Order No. 22, s. 2013, the Schools Division Superintendent may effect transfer of teacher either voluntary or in the exigency of the service.

Per Central Office Memorandum DM-PFO-2017-1216 entitled Allocation of the 3rd and Last Batch of New Teaching Positions for Kindergarten to Grade 12 for School Year (SY) 2017-2018, the Schools Division Superintendent shall have the authority to move senior high school teachers within the division where there is exigency or need of their services since they are division-based plantilla teachers.

It is for this purpose that, sans clear processed and procedures that exist, this revised policy is formulated taking due consideration of the existing laws, rules and regulations.

II. Scope

This policy covers all the teaching personnel in the Schools Division Office of Catanduanes who are intending to transfer from one station to another station within the division.

This shall not cover those transferring from one division or region to this division. They are covered by existing protocols of the levels of governance of the DepED. However, the processing of transfer from this instance shall follow the process stated here, when deemed applicable.

III. Definition of Terms

- A. *Exigency of Service.* Refers to a situation where service is urgently needed and where any delay in its execution and delivery will adversely affect the





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

- outcome of the service to clients and its effective and efficient delivery.
- B. *New Items.* These refer to newly-created Teacher positions allotted to the Schools Division Office with funding allocation in the General Appropriations Act. The deployment of these items may be subject to the guidelines of the Central Office.
- C. *Teacher Need.* Refers to the identified number of teacher in a school based on the DepEd's standard on teacher-pupil/student ratio and as determined by Teacher Need Analysis computation tool.
- D. *Transfer.* The movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.
- E. *Vacancy.* A teacher item that is declared vacant as a result of promotion, transfer, retirement, death.
- F. *Voluntary transfer.* This is teacher-initiated transfer on account of his/her personal reason and/or circumstances

IV. Policy Statement

The Schools Division Office (SDO) promotes the overall well-being of teachers and considering motivation and location fit, believing that when teachers are high in these aspects, they have positive effect on their performance and in their roles in the family and community, the geography of the island, and other compelling reasons.

The SDO acknowledges the myriad circumstances and reasons when teachers apply for transfer, however, it shall be within the purview of the existing laws, rules and regulations on human resource actions and consistent with this revised policy.

Pursuant to applicable laws, rules and regulations, and guidelines, the transfer of teachers may be made on account of either the exigency of service or voluntary.

V. Transfer of Teachers in the Exigency of Service

The transfer of teachers in the **exigency of service** may be made even without the consent of the teacher in the following cases:

- a. When the teacher-learner ratio of the school is below 1:35 for elementary and 1:27 for secondary level, except when the school is implementing multi-grade 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





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

- c. When the teacher is declared excess by the principal/school head and his/her expertise/area of specialization is needed in another school/district/division. (No. 3, DepEd Order No. 22 s. 2013)

The following may serve as guide in the decision on who to transfer in the exigency of 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. Non-residents of the barangay or municipality of the proposed recipient school; or
- d. Secondary school teachers teaching subjects other than their areas of specialization;
- e. Senior High School teachers who are excess in the incumbent school and whose major of specialization is needed in another school. (No. 4, DepEd Order No. 22 s. 2013)

VI. Voluntary Transfer of Teachers

In case of **voluntary transfer**, the following situations should be given a priority when teachers are seeking transfer to another station which is in need of additional teacher:

- 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 of 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, Magna Carta for Public School Teachers);
- 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. (No. 6, DepEd Order No. 22 s. 2013)

VII. Procedures

1. The following procedure shall be observed for voluntary transfer.
 - 1.1 From January 1 to July 31 each year, a teacher shall submit a letter





Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

addressed to the Schools Division Superintendent on his/her intent to transfer to another school duly noted by his/her School Head, and submit to the Human Resource Management Office (HRMO) through the Records Section with the following basic documents:

- a. Applicants Information and Omnibus Sworn Statement (Annex A) – *can be downloaded thru bit.ly/CAVforTransfer*
- b. Updated Personal Data Sheet (PDS)
- c. Service Record
- d. Transcript of Records (for JHS and SHS only)
- e. Voter's ID or Certificate of Residency from the Punong Barangay

Additional/other documents shall be submitted per item number 4 (supporting documents) of this memorandum (*if applicable to the applicant*)

- 1.2 For Intent to transfer to other divisions, the HRMO shall prepare the endorsement of the application for transfer to the proper office/s signed by the Schools Division Superintendent.
2. For transfers in the exigency of the service as defined in this policy, the School Head may recommend the transfer of teacher/s to the Schools Division Superintendent.
3. For Junior High School (JHS) & Senior High School (SHS) transfer applicants:
 The Office of the SDS, through the Human Resource Management Office (HRMO) and the Planning Unit, conducts Teacher Needs Analysis (TNA) of both the present and the receiving schools. In coordination with the School Heads, Education Program Supervisor In-Charge of Specialization and Senior High School Coordinator.
4. Applications submitted beyond the stated period (January-July) shall be included in the Registry of Teacher-Applicants for Transfer for the next School Year.
5. The HRMO thru the HRMPSB Secretariat shall prepare the **Registry of Teacher-Applicants for Transfer** (Annex B for Elementary, Annex C for JHS and Annex D for SHS) and shall be reviewed by the HRMPSB based on the following:

| Reasons | Supporting Documents submitted by the Teacher-Transferee |
|--|---|
| a. When teacher is declared excess by SH and/or his/her expertise/area of specialization is needed in another school/district/division | ✓ Certification signed by the School Head and/or Certification signed by the Planning Officer III |





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

| | |
|---|---|
| b. The teachers has served for more than five (5) years outside his/her home/ barangay/ municipality | ✓ Service Record ✓ Certification from the School Head |
| c. The teacher is a bonafide resident of the barangay, municipality, city or province where the school is located (RA 8190, Localization Law), as evidenced by teacher's Voter's ID | ✓ Teacher's Voter's ID or Certificate of Residency from the Punong Barangay |
| d. The teacher is joining his/her husband/wife in the same school (RA 4670) | ✓ Marriage Contract ✓ Certificate of Employment of Spouse |
| e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code) | ✓ Birth Certificate of the child |
| 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 | ✓ Police/barangay blotter/s ✓ Incident report ✓ Certification from the MDRRMO or other authorities on the current state of the area |
| g. He/She is in poor health condition as evidenced by pertinent medical records | ✓ Medical certificate signed by a physician for ailments such as, but not limited to: ➤ Cancer ➤ Accident ➤ Major operation ➤ Acute or severe health conditions/ailment |

6. The Registry of Teacher-Applicants for Transfer shall be the basis of the Schools Division Superintendent in the transfer of teachers.
7. The teacher waits for the effectivity of transfer through an Assignment Order/Letter to be released by the Office of the SDS through the HRMO.

VIII. Monitoring and Evaluation

The Human Resource Management Office (HRMO) and the Planning Office, in consultation with the Office of the Assistant Schools Division Superintendents, shall regularly monitor the implementation of this policy. The Planning and Research Unit of the School Governance and Operations Division shall study, evaluate the efficiency of the mechanisms and recommend amendment and/or revisions/changes in the policy, when necessary.





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

IX. References

DepEd Order No. 12, s. 2013
Omnibus Policy on Transfer of Teachers in the Schools Division Office
of Catanduanes

X. Effectivity

This policy shall take effect this school year 2023-2024 after it has
been published in the agency website.



APPLICANT'S INFORMATION

Annex A

| | |
|---|---|
| Name: | |
| Contact Number: | |
| Present School Assignment: | |
| District (for Elementary Only): | L |
| Area of Specialization (for JHS & SHS Only): | |
| Original Date of Appointment: | |
| No. of Years & Months in Present School Assignment: | |
| Preferred/Identified School to Transfer: (Please include the District for Elementary) | |
| 1st Priority School | |
| 2nd Priority School | |
| 3rd Priority School | |

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purpose relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

| |
|---------------------------|
| |
| Person Administering Oath |

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

