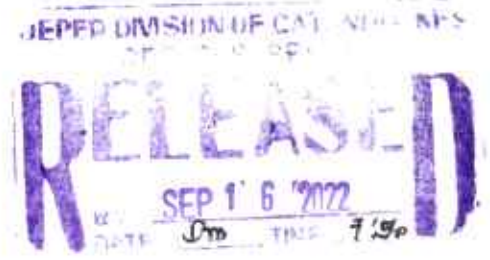




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



15 September 2022

DIVISION MEMORANDUM
No. 446 s. 2022

**REITERATION OF THE RULES ON COMPLIANCE TO THE PRESCRIBED
PERIOD ON TRANSFER AND RESIGNATION**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Rule IV, Section 11, C of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as Amended (2019 Edition), states:

XXX

An employee who seeks transfer to another office **shall notify the head of the department or agency in writing** where he/she is employed **at least 30 days prior to the effective date of his/her transfer. The head of the department or agency shall notify the employee in writing of the approval of the request to transfer within 30 days from date of notice.**

If the request to transfer of an employee is not granted by the head of the department or agency where he/she is employed, it shall be deemed approved after the lapse of 30 days from the date of notice without the need to notify the employee concerned.

XXX

2. Rule X, Section 104 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as Amended (2019 Edition), provides:



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