

Republic of the Philippines

Department of Education Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

SEP 1' 6 '2022

15 September 2022

DIVISION MEMORANDUM No. 444 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

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

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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.

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 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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Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority and a written notice of such acceptance duly served to the official or employee concerned.

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For wide dissemination, guidance, and compliance.

SUSAN S. COLLANO

Schools Division Superintendent

Encls:

As stated

Reference: 2017 Omnibus Rules on Appointments and Other Human Resource

Actions, as Amended (2019 Edition)

To be indicated in the Perpetual Index

under the following subjects:

EMPLOYEES
RULES AND REGULATIONS

RESIGNATIONS TRANSFER

MBL/DM-Reiteration of the Rules on Compliance to the Prescribed Period of Transfer & Resignation 002/September 15, 2022

