



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

December 28, 2023

DIVISION MEMORANDUM

No. 750 s. 2023

GUIDELINES ON THE TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER

To: OIC - Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Considering the well-being of teachers and in preparations for the upcoming School Year 2024-2025, this Office reiterates and informs the field on the **Revised Guidelines on the Transfer of Teachers from One Station to Another** as outlined in **DepEd Order No. 22-2013**, and **DM-OUHROD-2023-1763** which must be observed by all Elementary and Secondary Schools.
2. The transfer of teachers from one station to another can be categorized into:
 - a) Teachers to be transferred “in the exigency of service”.

There are certain conditions which can validly be considered as “in the exigency of service” and transfers may be made even without the consent of the teacher. These include the following:

- i. When the 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;
- ii. When there is a considerable decrease of 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
- iii. 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.

b) Teachers who seek transfer to another station which needs additional teachers.

Under this category, the following situations should be given priority:

- i. When teacher is declared excess by the SH and his/her expertise/area of specialization is needed in another School/District/Division;
 - ii. The teacher has served for more than five years outside of his/her home barangay/Municipality;
 - iii. The teacher is a bonafide resident of the barangay/municipality/city/province where the school is located (RA 8190, Localization Law) as evidenced by the teacher's voter's ID;
 - iv. The teacher is joining his/her husband/wife in the same school (RA 4670);
 - v. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
 - vi. The teacher's life is in danger due to armed conflict, hostilities, grave threat or other similar circumstances in the area where the school is located;
 - vii. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.
3. Attention is invited to Par. 4.2 of DepEd Order No. 7, s. 2015 which provides that "upon a teacher's appointment, assignment to station, and acceptance of the position, he or she shall not be transferred to another school until after rendering at least three (3) years of service in that school".
 4. In order to come up with an objective list of candidates for transfer from among all transfer applicants, herewith as *Annex A* is the **Table of Comparative Analysis for Teachers Seeking Transfer** with the corresponding points for each criterion (Rubrics). Using this table, all School Heads are directed to prepare a list of teachers seeking for transfer and submit it to their respective Public Schools District Supervisors (PSDS) or DLC in Charge. All School Heads shall accept and include in the Table of Comparative Analysis for Teachers Seeking Transfer not only requests of transfer from teachers within the Division but also requests of Transfers by Teacher from other Divisions and Regions.
 5. All PSDS and DLC in Charge shall consolidate the list submitted by the School Heads and submit the Table of Comparative Analysis submitted by the School Heads, together with the supporting documents, to the School Governance and Operations Division (SGOD), attention Dr. Melani Escobarte. The SGOD is tasked to review, evaluate and validate the Table/Matrix/points obtained by the applicants guided by the Rubrics in the Memorandum.
 6. For transfers within the District, the PSDS and DLC-In Charge are also required to prepare a Matrix for Transfer of Teachers within the District. To this end, PSDSs and DCL In-Charge are given due authority to effect transfer of teachers within the District of their Jurisdiction.
 7. This Office reminds everyone that the swapping of stations from one district to another is allowed for elementary teachers only. Only the District with EXCESS teachers can transfer their teachers to another Districts. These districts shall no longer be a recipient of newly-hired Teachers 1.
 8. For Secondary schools, swapping should only be between teachers with the same specialization or the teacher transferring out is an excess in the present school and transferring to a school which lacks teachers, and where his/her specialization is required/needed.

9. Additionally, transfer of teachers can likewise be effected "in the exigency of the service" which is to be determined by the top management as the situation demands like but not limited to transfer of teachers within the District who are below the three (3) years caused by new teachers are to be deployed; and other situations which are deemed facilitative in the attainment of the SDO's targets.
10. Submission of the Table of Comparative Analysis from District to SDO must be 2 months after the Opening of Classes enough time to determine the status of the enrolment of students in schools.
11. Immediate dissemination and strict compliance with this Memorandum are directed.



JUDELLA R. LUMPAS, EdD, CESO VI
Schools Division Superintendent




RELEASED
Date: 12/28/26
Time: 1:28 PM
Signature: [Handwritten]

Enclosures: none
References: DO No. 22, s. 2013
DM-OUIHROD-2023-1763
To be indicated in the Perpetual Index under the following subjects:
TRANSFER OF TEACHERS



(Please use your School Header)

TABLE OF COMPARATIVE ANALYSIS FOR TEACHERS SEEKING TRANSFER

| Name (surname, First Name, MI) | District | School | REASONS | | | | | | | Total Points | Rank |
|-----------------------------------|----------|--------|---------|---|---|---|---|---|---|-----------------|------|
| | | | A | B | C | D | E | F | G | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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Legend:

| REASON | Documents Needed | Points |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| A. When teacher is declared EXCESS by SH and/or his/her expertise/ area of specialization is needed in another School/District/Division | Certification from Schools Division Office signed by SDS | 10 pts |
| B. The Teacher has served for more than five (5) years outside his/her home Barangay/Municipality | Service Record and Certification from the School Head | 10 yrs and up – 10 pts 5 yrs to 9 yrs – 5 pts |
| 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 the teacher's Voter's ID | Teacher's Voter's ID Certification from Barangay Captain | Brgy Level – 10 pts Municipality – 7 pts Provincial – 5 pts |
| D. Teacher is joining his/her husband/wife in the same school (RA 4670) | Marriage Contract; Certification that spouse is teaching in the School where teacher intends to transfer | 10 pts |
| E. She is a nursing mother (PD No. 603 Child and Youth Welfare Code) | Birth Certificate of Child | 1 yr and below - 10 pts 2 yrs and up – 5 pts |
| F. The Teacher's life is in danger due to armed conflict, hostilities, grave threat or other similar circumstances in the area where the school is located | Certification from Dept. of National Defense | 10 pts |
| G. He/She is in poor health Condition as evidenced by Medical Records | Medical Certificate from Division Doctor Medical Certificate from Attending Medical Officer for ailments such as but not limited to: <ul style="list-style-type: none"> • Cancer • Accident • Major Operations • Heart Ailments • Stroke due to HB | 10 pts |

To come up with a total of 100 points, the remaining 30 points will be taken from the applicant's IPCRF Rating for the current/previous year.

5.0 – 4.5 = 30 points

4.4 – 3.5 = 20 points

2.5 – 3.4 = 15 points

Below 2.5 = 10 points