



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

February 13, 2024

DIVISION MEMORANDUM

No. 102, s. 2024

**ADDENDUM TO THE DIVISION MEMORANDUM No. 750 s. 2023
“REITERATION ON THE GUIDELINES ON THE TRANSFER OF TEACHERS
FROM ONE STATION TO ANOTHER”**

To: Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors/ DLC In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the guidelines on Transfer of Teachers from one station to another, this office reiterates and informs the field on the guidelines of DepEd Order No. 22, s. 2013 and stipulated in the Division Memorandum No. 750 s. 2023 which must be observed by all the elementary and secondary Schools. Attached enclosure (Enclosure A and B) are the guidelines on the Transfer of Teachers from One Station to Another.

2. Please note that paragraphs 4, 5, and 6 will now read as follows:

Par. 4. In order to come up with an objective Comparative Assessment Report (CAR) of applicants for transfer; hereto attached is Enclosure A Guidelines, Criteria and corresponding points (Rubrics). All School Heads are directed headed by PSDS as the chairperson of the Division Selection Sub-Committees (DSSC) to assess all teachers seeking for transfer **on or before February 22, 2024**. Requests/ application for transfer of teachers outside the division and region shall be likewise accepted and included.

Par. 5. All PSDS and DLC In-charge will finalize and indorse this Comparative Assessment Report (CAR) to the Division Office Personnel Unit on or before **February 23, 2024 from 8:00 – 5:00 in the afternoon only**.

Par. 6. For transfer within the district, the PSDS and DLC In-Charge are also required to assess and submit the Comparative Assessment Report and forward the same to the Division Office Personnel Unit **on or before February 23, 2024 from 8:00 – 5:00 in the afternoon only**.



Par. 7, 8, 9 and 10 will be reinforced only after a thorough discussion and deliberation with concerned schools and personnel.

3. All other provisions on the said memorandum are still enforced.
4. Immediate dissemination of and strict compliance with this Memorandum are highly directed.

as per S-O # 0265-2024 2/13/24
SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures: As stated

Reference: D.M No. 750 s.2023, DepEd Order No. 22, s. 2013

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

GUIDELINES

TRANSFER

TEACHERS

EQUAL OPPORTUNITY

JG/OASDS
Feb.13, 2024



Address: Real St., Tacloban City

Feb.13, 2024

Enclosure A to Division Memorandum no. _____, s. 2024

REASONS	SUPPORTING DOCUMENTS	POINTS
a. When teachers is declared excess by the SH and/ or his/her expertise/area of specialization is needed in another school/district/division	Certification from the Schools Division Office signed by the SDS	5 points
b. SThe teacher has served for more than three (3) years outside his/her home barangay/municipality	Latest Service Record & Certification from the School Head	3 yrs up = 10 pts Below 3 yrs = 5 pts.
c. The teacher is a bonafide resident of the barangay, municipality, or province where the school is located (RA 8190, Localization Law), as evidenced by the teacher's Voter's ID/ Registration	Teacher's Voter's ID/ Registration	Barangay level – 20 pts Municipality/ City/ District – 15 pts. Provincial – 10 pts.
d. The teacher is joining his/her husband/ wife in the same school (RA 4670)	<ul style="list-style-type: none"> • Marriage Contract • Order of Assignment of husband/ wife 	10 points
e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code)	<ul style="list-style-type: none"> • Birth Certificate of the child • In case the child has special needs, a diagnoses or any medical proof be attached 	1 yr & below – 10 points 1 yr and one month old up – 5 pts
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	Certification by the Department of National Defense, Office of Civil Defense	10 points
g. He/ she is in poor health condition, as evidence by pertinent medical records to that effect	<p>Medical Certificate from a government physician for the ailments such as, but not limited to:</p> <ul style="list-style-type: none"> ❖ Cancer ❖ Medical condition due to accidents ❖ Major operation ❖ Acute arthritis ❖ Heart ailment 	10 pts.
SUB-TOTAL		75 POINTS

To come up with a total of **100 points**, the applicant's **IPCR for SY 2022-2023** is given **25 points** which is appreciated using the rubrics below:

4.5 – 5.0	=	25 pts.
3.4 – 4.49	=	20 pts.
2.5 – 3.39	=	15 pts.
Below 2.5	=	10 pts

(Note: the applicant's **Performance Rating** supporting document is the **approved original or / properly authenticated** IPCR for SY 2022-2023)

Enclosure B to Division Memorandum no. ____, s. 2024

COMPARATIVE ASSESSMENT RESULT
RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER (ELEMENTARY)
SY 2023-2024

District:

[illegible]

COMPARATIVE ASSESSMENT RESULT
RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER (SECONDARY)
SY 2023-2024

District:

[illegible]