

DIVISION MEMORANDUM
No. 140, s. 2020

**REITERATING REVISED GUIDELINES ON THE TRANSFER OF TEACHERS
FROM ONE STATION TO ANOTHER**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Secondary and Elementary School Heads
All others concerned
This Division

1. In preparation for the SY 2020-2021 opening of classes, Tangub City Division continues to promote the welfare of teachers who are qualified to transfer from one station to another.
2. In line with, this Office reiterates the “Revised Guidelines on the Transfer of Teachers from One Station to Another” based on the provisions of DepEd Order No. 22, s. 2013, which must be observed by all schools in both Elementary and Junior level.
3. Transfer of teachers from one station to another can be considered when;
 - a) The recipient school/station is in need of additional teacher;
 - b) The teacher is declared excess by the principal/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 the teacher’s Voter’s ID;
 - d) The teacher is joining his/her husband/wife in the same school (RA 4670);
 - 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 die school is located;
 - g) He/She is in poor health condition, as evidence by pertinent medical records to that effect; or
 - h) Teachers to be transferred **“in the exigency of the service”**.

In the event that teachers are transferred in the exigency of the service, the following may serve as a guide for transfer:

- Teachers who were last to be hired (Last in, First out);
- Non- resident where the school is located;
- Resident of the barangay or municipality of the proposed recipient school.



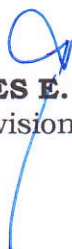


4. This Office once again stresses 4.2 provision of DepEd Order No. 7, s. 2015 which says that “Upon a teacher’s appointment, assignment to station, and acceptance of the position, he or she shall not be transferred to another school until after rendering **at least three (3) years of service in that school.**”

5. Teacher who wish to be transferred to another station shall submit a letter of intent to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before July 20 and may include the following:

- Residential Address
- Contact Number
- Position
- Present Station
- No. of years in the Present Station
- If Secondary (kindly specify your major area)
- Preferred Schools to Transfer
- Reason for Transfer

6. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 