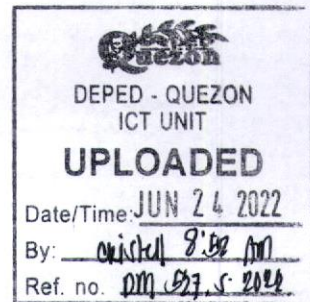




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 June 2022


DIVISION MEMORANDUM

DM No. 527, s. 2022

**REITERATION OF DEPED ORDER NO. 22 S. 2013 RE: REVISED GUIDELINES ON THE
TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER**

To: Assistant Schools Division Superintendents,
Concerned Section/ Unit Heads,
Public Schools District Supervisors,
Secondary and Elementary School Heads,
All Others Concerned

1. In reference to **Division Memorandum No. 842, s. 2021** entitled Approval of Transfer of Teachers From One Station to Another within the Division and pursuant to **DepEd Order No. 22 s. 2013** re: Revised Guidelines on the transfer of teachers from one station to another, this Office hereby reiterates that only the Schools Division Superintendent may approve and sign the designation advise for transfer of teachers from one station to another. All concerned personnel should properly observe the guidelines and provisions stated therein.
2. This Office also reminds all school heads to closely monitor the request for transfer of their respective teaching personnel and directly coordinate with the Division HRMO and Planning Officer with regards to mapping and other matters related with the movement/transfer of teachers.
3. All request letters shall be signed by the requesting teachers addressed to their respective school head for processing. The school head shall endorse this to Division Office for evaluation and checking the availability of items in E-BEIS. This shall then, be endorsed to the target school for comment and recommendation, if can be accommodated or not.
4. To easily facilitate the transfer, the requesting teacher may ensure beforehand if there is available vacancy in their target school as per attached DepEd Order No. 22 s. 2013.
5. Immediate dissemination of and strict compliance to this Memorandum is highly desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS06/22/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

08 November 2021

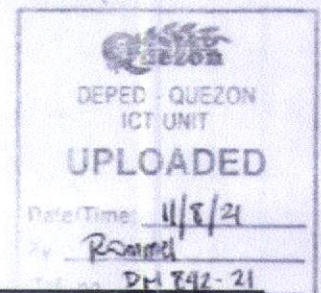
DIVISION MEMORANDUM
DM No. 842, s. 2021

**Approval of Transfer of Teachers From One Station To Another
Within The Division**

**TO: OIC-Assistant Schools Division Superintendents
Division Section/ Unit Heads
Public Schools District Supervisors
Secondary and Elementary School Heads
All Other Concerned**

1. Pursuant to DepEd Order No. 22 s. 2013 re: Revised Guidelines on the Transfer of Teachers from One Station to Another, this office hereby reiterates that only the Schools Division Superintendent may approve and sign advise for transfer of teachers from one station to another following the provisions stated in the said DepEd Order.
2. The field is also reminded to carefully observe the guidelines in order to ensure equity of teacher deployment and to comply with government legislations and regulations on employee welfare.
3. It is also advised that school heads must directly coordinate with the HR and Planning Office of the division for matters related to transfer of teachers.
4. Immediate and widest dissemination of this memorandum is earnestly desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education

17 APR 2013

DepEd ORDER
No. **22**, s. 2013

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

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Basic Education Information System (BEIS) Teacher Deployment Analysis for the previous school years consistently reveals imbalances in the deployment of public school teachers. There are still a big number of "cool colored" schools, with pupil/student-teacher ratio of less than 40:1, while at the same time, there remains many "red" and "black" schools. As such, it is imperative to effect transfers of teachers from one station to another in order for the Department of Education (DepEd) to ensure the equity of teacher deployment.

2. In view of the foregoing circumstances, this Department hereby amends DepEd Order No. 21, s. 2005 and issues these **Revised Guidelines on the Transfer of Teachers from One Station to Another**.

3. While efforts shall be exhausted to secure the consent of a teacher to be transferred, there are certain conditions which can validly be considered as "in the exigency of the service" and transfers may be made even without the consent of the teacher. These include the following:

- a. When the pupil/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;
- b. When there is a considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, national disasters, resettlement of families, closure of large private firms in the area, and other similar circumstances; or
- c. When the teacher is declared excess by the principal/school head (SH) and his/her expertise/area of specialization is needed in another school/district/division.

4. As such, in the event that teachers are transferred in the exigency of the service, the following may serve as a guide in the decision on whom to transfer:

- a. Teachers who were last to be hired (Last in, First out);
- b. Non-residents of the barangay or municipality where the school is located;
- c. Residents of the barangay or municipality of the proposed recipient school; or
- d. Secondary school teachers teaching subjects other than their areas of specialization.

5. Should teachers identified in Paragraph Nos. 3 and 4 desire not to transfer, they shall be given additional assignments such as remedial and summer classes, work related to Alternative Delivery Modes (ADMs), tasks concerning Alternative Learning Systems (ALS) and other assignments that their respective SHs may deem proper.

6. On the other hand, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers:

- a. When the teacher is declared excess by the SH and/or his/her expertise/area of specialization is needed in another school/district/division;
- b. The teacher has served for more than five years outside his/her home barangay/municipality;
- c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 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 No. 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 the school is located; or
- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

7. The Division Planning Unit shall ensure that the transfer of teachers in their respective divisions are properly recorded and processed in the EBEIS, and its effect on pupil/student-teacher ratio is analyzed.

8. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to Republic Act (RA) No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

9. These guidelines shall be construed consistent with the Administrative Code of 1987 and with RA No. 4670, otherwise known as the *Magna Carta for Public School Teachers*.

10. These guidelines hereby amend DepEd Order No. 21, s. 2005. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

11. These guidelines shall take effect immediately upon approval.

12. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference: DepEd Order: (No. 21, s. 2005)

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

AMENDMENT
SCHOOLS
TRANSFER

POLICY
TEACHERS

R-MCR/Sally: DO Revised Guidelines on the Transfer of Teachers...
0328/ March 26, 2013/4-1-2013/4-10, 2013/4-15.2013