



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


DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: <u>11/8/21</u>
By: <u>Rommel</u>
DM <u>842-21</u>

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