



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



June 3, 2019

DIVISION MEMORANDUM

No. 249, s. 2019

**REITERATING REVISED GUIDELINES ON THE TRANSFER OF
TEACHERS FROM ONE STATION TO ANOTHER (SY) 2019-2020**

To : ASDS & Chief-EPS
Education Program Supervisors
SEPS & EPS II
Public Schools District Supervisors & Acting PSDS
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the revised guidelines on the transfer of teacher reiterating DepEd Order No. 22, s. 2013 outlined the situations that should be given priority when teachers are seeking transfer to another station which is in need of additional teachers.
2. To ensure the smooth implementation of the ranking and transfer of teachers, this office hereby adopts the following guidelines in accordance to DepEd Order No. 22, s. 2013.
 - a) With the cited priority situations in paragraph 6 of the above mentioned DepEd Order, this office came up with corresponding points with slight modification to objectively identify who among the candidates seeking for transfer to another station is most qualified applicants based on the point system as follows:

REASONS	DOCUMENTS NEEDED	POINTS
i) When teachers is declared excess by the School Head and/or his/her expertise/area of specialization is needed in another school/district/division	Certification from the SDO signed by the SDS	10 points
ii) The teacher has served for at least 5 years outside his/her home barangay/municipality, or province	Service Records & Certification from the School Head	10 points (10 yrs up = 10 pts) (5-10 yrs = 5 pts)
iii) The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA 8190,	Teacher's Voter's ID	Barangay Level = 10 pts Municipality = 7 pts Provincial level = 5 pts

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)	Marriage Contract	10 points
v) She is a nursing mother (PD No. 603, Child and Youth Welfare Code)	Birth Cert of the child	1 yr below = 10 pts 2 yrs up = 5 points
vi) The teacher's life 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	10 pts
vii) He/She is in poor health condition, as evidence by pertinent medical records to that effect	Medical Certificate from the government Medical Officer for ailments such as but not limited to cancer, accident, major operation, acute arthritis, heart ailment	10 pts
viii) The applicant's latest IPCRF complete cycle rating period is given 30 pts which is appreciated using the rubrics	Duly approved IPCRF for 3 rating periods.	4.5-5.0 = 30 pts 3.5-4.4 = 20 pts 2.5-3.4 = 15 pts Below 2.5 = 10 pts

- b) Applicants must apply only in school of his/her residence or catchment
- c) Ranking of transferees must be by school only. He/She cannot transfer to schools where he/she is not an applicant.
- d) In cases where there are two or more applicants in a particular school, the following policy shall be observed:
 - i) If one is a transferee and the other is a new applicant, and both are residents of the barangay or catchment, the priority is the transferee
 - ii) If the transferee is not a resident of the barangay or catchment where the school is located while new applicant is a resident of the barangay or catchment, the priority is the new applicant.
 - iii) If both transferee and new applicant are not residents of the barangay or catchment but residents of the municipality, the priority is the transferee.
- e) In the exigency of the service, transfers may be made by the Schools Division Superintendent even without the consent of the teacher when the teacher-pupil/student below the standard ratio of both elementary and secondary schools or when the teacher is declared excess by the school head and his/her expertise/area of specialization is needed in another school.

3. 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/she shall not be transferred to another school until after rendering at least three (3) years of service in that school.
4. PSDS/Acting PSDS shall submit to the division office thru the Human Resource Management Office (HRMO) the approved ranklist of transferees by school for secondary and by district for the elementary level on/or before June 28, 2019 using the same format.
5. For immediate dissemination and compliance.


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Schools Division Superintendent