



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

August 19, 2022

DIVISION MEMORANDUM
No. 0559, s. 2022

**GUIDELINES ON THE TRANSFER OF TEACHERS FROM ONE
STATION TO ANOTHER (SY) 2022-2023**

To: ASDS and Chief-EPS
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
Sections and Unit Head/Non-Teaching Personnel
All Other Concerned

1. This Office announces the revised guidelines on the transfer of teacher reiterating DepEd Order No. 22, s. 2013 and DO. 7, s. 2015 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 3 years outside his/her home barangay/municipality or province | Service Records and Certification from the School Head | (10 yrs. up = 10 pts) (9 yrs. = 9 pts) (8 yrs. = 8 pts) (7 yrs. = 7 pts) (6 yrs. = 6 pts) (5 yrs. = 5 pts) (3 yrs. = 3 pts) |
| iii. 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 | Teacher's Voter's ID Certification from the Barangay for at least 6 months of residency | Barangay Level = 10 pts Municipality = 7 pts Provincial Level = 5 pts |

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|-------|--|---|--|
| 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 Certificate of the child | 2 yrs. below = 10 pts 2.1 to 5 yrs. = 5 pts |
| 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 points |
| 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 points |
| 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 2.4 below = 10 pts |

- b) Applicants must apply only in school of his/her residence or catchment.
- c) Ranking of transferees must be by school only.
- 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-pupils/student below the standard ration of both elementary and secondary schools or when the teacher is declared excess by the school head and his/her expertise/are of specialization is needed in another school.

3. All School Heads shall submit all application for transfer to the district PSDS/Acting PSDS not later than August 31, 2022 and the District Committee shall likewise submit the same to the division office thru Human Resource Management Office (HRMO) the approved registry of transferees by school for secondary and by district for the elementary level on/or before September 16, 2022.
4. For immediate dissemination and compliance.

BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent



0050 LinoChatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

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