



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 0540, s. 2023

December 12, 2023

**INTERNAL POLICIES ON THE TRANSFER OF  
ELEMENTARY AND SECONDARY SCHOOL HEADS**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. Transfer of School Heads is necessary for the growing needs of our schools in order to address challenging issues and for providing opportunities for growth and development for every school as a public learning institution through continuous inputs of fresh ideas brought about by the change of leadership. Hence, the **SDO Bohol Internal Policies on the Transfer of Elementary and Secondary Schools Heads** is released to the field.
2. The said internal policies shall be the reference guide for the Division and District Offices to facilitate efficient and timely transfer of School Heads, henceforth.
3. The said policies shall be indicated as a practice instituted by the Schools Division Office of Bohol recognized as PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level 2 practitioner.
4. For guidance of all concerned

**EVANGEL M. LUMINARIAS Ph.D., CESO V**  
Schools Division Superintendent

SDS/ASDS/OFFICE/DGG/dgg



Address: 0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City,  
Telephone No.: (038) 411-2544  
Email Address: deped.bohol@deped.gov.ph





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**INTERNAL POLICY ON TRANSFER OF SCHOOL HEADS**

**ELEMENTARY LEVEL**

**1. Plantilla Position**

- 1.1 Principal III shall be the priority for assignment as Central School Principals.
- 1.2 Principal III who are presently assigned in a non-central school shall be transferred to a Central School.
- 1.3 Principals I & II may be assigned as Central School Principals due to insufficient Principal III items.
- 1.4 Principals I & II assigned as Central School Principal will remain unless they will decide to transfer to a barrio school.

**2. Transfer of Central School Principals.**

The transfer of Central School Principals shall be

- 2.1 initiated by the Division Office;
- 2.2 Central School to Central School within the Division; and
- 2.3 near the residence, provided, that the Principal has not been assigned previously to that school except for meritorious cases.

Central School Principals are encouraged to submit a letter of intent specifying, among others, his/her three (3) most preferred Central Schools with justifications excluding their present and previous school assignments.

**3. Transfer of Non-Central School Principals**

- 3.1 Shall be initiated by the District through the Public Schools District Supervisor; and
- 3.2 shall be endorsed by the PSDS to the Division office as recommendation to the Schools Division Superintendent for approval and issuance of Transfer Order.

#### **4. Non-Eligible for Transfer**

- 4.1 Principals who served less than one year in the present station;
- 4.2 Principals who will retire one year prior to the effectivity of retirement as evidenced by the documents presented; and
- 4.3 Principals with health concerns as certified by the SDO Medical Officer.

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All special cases shall be decided by the Schools Division Superintendent upon submission of an appeal.

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### **SECONDARY LEVEL**

#### **1. Transfer of Secondary School Heads**

- 1.1 For big schools, transfer of School Heads shall be initiated by the Division Office;
- 1.2 For small schools, transfer of School Heads shall be initiated by the District through the Public Schools District Supervisor, to be submitted as recommendation to the Schools Division Superintendent for approval and issuance of the Transfer Order;
- 1.3 School Heads shall not be transferred to a school where he/she was previously assigned in the same position except on meritorious cases; and
- 1.4 Near the residence shall be the reference point of transfer, provided, that the Principal has not been assigned previously to that school.

Submission of preferred schools with justification may be allowed but may not necessarily be granted.

#### **2. Plantilla Position/Position Title**

- 2.1 Full-fledged School Heads (HT I-III, Assistant Principal II and Principal I-IV) and School In-Charge without teaching loads are subject for transfer.
- 2.2 Officer In-Charge, Teacher In-Charge and School In-Charge shall not be subject for transfer.

#### **3. Point of Reference for the Reassignment**

- a. Proximity of the school with reference to the residence shall be considered. Applicability starts within District level. If not, then Congressional District level.
- b. Performance and competence in school management are also accounted for, regardless of point of origin.



## 5. Non-Eligible for Transfer

- 5.1 Principals who served less than one year in the present station;
- 5.2 Principals who will retire one year prior to the effectivity of retirement as evidenced by the documents presented; and
- 5.3 Principals with health concerns as certified by the SDO Medical Officer.

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All special cases shall be decided by the Schools Division Superintendent upon submission of an appeal.

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### TRANSFER OF SCHOOL HEADS COMMITTEE

  
**DANILO G. GUDEOSAO EdD, CESO VI**  
ASDS, Chairman

  
**FAUSTINO N. TORADIO PhD**  
OIC- ASDS, Vice Chairman

  
**MARCELA R. BAUTISTA DevEdD**  
SGOD Chief, Member

  
**CARMELA M. RESTIFICAR**  
CID Chief, Member

  
**FERMIN M. ALBUTRA**  
AOV, Member

  
**RENATO D. CALAMBA PhD**  
PSDS, Member

Approved:

  
**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent



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