



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

**UNNUMBERED MEMORANDUM**

**TO:** OIC-Assistant Schools Division Superintendent  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Concerned

**FROM:** ELIAS A. ALICAYA, JR.  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**SUBJECT:** TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER

**DATE :** September 23, 2020

1. In preparation for S.Y. 2020-2021, and in order to promote the welfare of teachers under the new normal delivery of education, this office reiterates the guidelines on the transfer of teacher from one station to another as stipulated in DepEd Order 22, s 2013.
2. As stated in the said order, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers, to wit:
  - 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 teachers 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. *She is a nursing mother (PD No. 603, Child and Youth Welfare Code);*
  - e. *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*
  - f. *He / She is in poor health condition, as evidenced by pertinent medical records to that effect.*
3. On the other hand, and as also provided in DO 22, s.2013, transfer of teachers can likewise be validly considered "in the exigency of the service" which is to be determined by the SDO. 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;

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| 784-0391 QUEZON DISTRICT UNIT | Registration Number: QAC/R63/0216 |
| U P L O A D E D               |                                   |
| Date/Time: SEPT 24, 2020      |                                   |
| By: CRISTELL 2:10 PM          |                                   |
| Ref. No.: UM 188, S. 2020     |                                   |



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- 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.

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.
4. The field is further reminded about the provision of DepEd Order No. 29 s.2002 "*Merit Selection Plan of the Department of Education*," stating that "For appointment by transfer, the performance rating for the last three (3) rating periods immediately preceding the transfer from the former office should be at least Very Satisfactory.
  5. It is also stressed that all applications/requests for transfer from one school to another must be approved by the Schools Division Superintendent with proper endorsement of the School Head through the Public Schools District Supervisor.
  6. The Division Planning Unit shall ensure that the transfer of teachers are properly recorded and processed in the EBEIS, and its effect on pupil/student-teacher ratio is analyzed.
  7. All concerned are advised that the reporting of teacher-transferees shall strictly be in accordance with the prevailing DepEd's Alternative Work Arrangement guidelines and IATF and DOH' health and safety protocols.
  8. Widest dissemination of this memorandum is desired.

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