



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
JUN 09 2021

RECORDS SECTION

DIVISION MEMORANDUM
No. 144, s, 2021

07 June 2021

ONLINE SUBMISSION OF REQUEST FOR TRANSFER OF STATION FOR SY 2021-2022

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To promote the welfare and productivity of the teachers in the new normal delivery of education, this Office announces the submission of application for transfer within the Division for all teaching and non-teaching positions.
2. In reference to DepEd Order No. 22, s. 2013 re: Revised Guidelines on the Transfer of Teachers from One Station to Another, the transfer can be considered when:
 - a. the recipient school has a vacant item;
 - b. the transferee is a bona fide resident of the barangay of the proposed recipient school. (RA 8190, Localization Law), as evidenced by teacher's Voter's ID or any proof of residency; and/or
 - c. the teacher is declared excess by the school head and is needed in another school within the division.
3. The reasons for the transfer to be considered should also fall on the following:
 - a. spouses joining together in the same school (R.A.4670);
 - b. nursing mother (PD 603);
 - c. there is an imminent danger on the life of the applicant for transfer from his/her station; and
 - d. poor health condition, as evidenced by pertinent medical records.
4. The qualified transferee shall accomplish the Google Form <http://bitly.ws/dYDD> and prepare the following requirements for submission to the Personnel Unit on or before July 11, 2021:
 - a. 1st Indorsement of the School Head
 - b. Signed request letter of applicant
 - c. Service Record
 - d. Latest available IPCRF.
5. Immediate dissemination of this Memorandum is earnestly desired.

JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: NONE

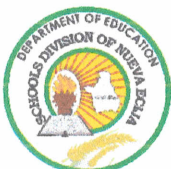
References: DO 42, s. 2013 DO 3, s. 2016, RA 8190

To be indicated in the Perpetual Index

under the following subject;

REQUEST FOR TRANSFER TEACHER

DM: Online Submission of Request for Transfer of Station Within the Division
1-3-2/RBG 06-07-2021



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