



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent


June 10, 2021

Division MEMORANDUM
No. 257, s. 2021

**APPLICATION FOR TRANSFER OF TEACHERS FROM ONE STATION TO
ANOTHER FOR SCHOOL YEAR 2021-2022**

To : PSDSs/DICs
School Heads
Teachers
All Others Concerned

1. The field is hereby informed that this office is now accepting application for transfer of teachers from one station to another for SY 2021-2022 based on DepEd Order 22, s. 2013.
2. Transferees are advised to submit the following documents directly to the district offices not later than June 25, 2021:
 - a. Accomplished template for transfer (Enclosure 1);
 - b. Updated Service Record;
 - c. Barangay Certification that the applicant is a resident of the barangay;
 - d. Marriage Certificate (for teachers wishing to join his/her spouse);
 - e. Birth Certificate of the child (for nursing mothers whose child is less than two (2) years old);
 - f. Medical Certificate/ Records (for teachers with poor health condition)
3. Old transfer applicants whose request were not yet implemented shall also submit the required documents.
4. Districts and Schools are strongly advised to orient their respective personnel on the provisions of DO 22, s. 2013, "*Revised Guidelines on the Transfer of Teachers from One Station to Another*" before submitting the pertinent documents.
5. The consolidated transfer request report from District Offices shall be submitted to the Division Office thru Personnel Section – HRMPSB Office on or before July 2, 2021.
6. Immediate and widest dissemination is hereby directed.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002



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Reference: DM 28, s. 2020 DO 22, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

Transfer Placement
JBD//Transfer of Teachers
257 /JUNE 7, 2021



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Enclosure No. 1 to DM No. 27, s. 2021

REQUEST FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER
 SY _____

Name: _____ Specialization: _____

Present Station: _____ No. of Years: _____

School/ District Applied for:

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

Reason/s for Transfer:

- A bonafide resident of the barangay or municipality where the school is located.
- Joining spouse in the same school.
- Nursing mother.
- Poor health conditions.
- Life in danger due to armed conflict, hostilities or other similar circumstances in the present station.
- Others, please specify: _____

 Signature over Printed Name

Attested:

 School Head

 Recommending Approval:

 PSDS/DIC

Approved:

JOSITA B. CARMEN, CESO V
 Schools Division Superintendent



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Enclosure No. 2 to DM No. 257, s. 2021

CONSOLIDATED LIST OF APPLICANTS FOR TRANSFER OF STATION

District: _____
 SY _____

Elementary

No.	Name	Home Address	Present Station	No. of Years in the Present Station	Station/s Applied	Reason/s	Remarks
1							
2							
3							

Secondary

No.	Name	Home Address	Specialization	Present Station	No. of Years in the Present Station	Station/s Applied	Reason/s	Remarks
1								
2								
3								

Consolidated by: _____
 Reviewed/ Attested/ Submitted: _____
 PSDS/DIC



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