



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

MAY 09 2025

DIVISION MEMORANDUM

No. 297, s. 2025

**CALL UP FOR TEACHERS APPLYING FOR TRANSFER OF STATION
FOR SY 2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. The field is hereby informed that all schools within this Division shall now accept applications for transfer of station for SY 2025-2026. This is to prepare a ranklist of teacher transferees which will be utilized to replace teachers who retired, resigned, and transferred during the school year.
2. The evaluation of application for transfer shall be based on DepEd Order No. 22, s. 2013 "Revised Guidelines on the Transfer of Teachers from One Station to Another" which specifies the following situations to be given priority when teachers are seeking transfer to another station, provided that the intended station needs additional teachers:
 - a. When the teacher is declared excess by the School Head and/or his/her expertise or area of specialization is needed in another school;
 - b. The teacher has served more than five years outside his/her home barangay/municipality;
 - c. The teacher 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. The teacher is joining his/her husband/wife in the same school (RA No. 4670);
 - e. She is a nursing mother (PD No. 603 "Child and Youth Welfare Code");
 - f. 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
 - g. The teacher is in poor health condition, as evidenced by pertinent medical records to that effect.
3. All teachers who intend to transfer must submit **2 complete sets** of the following documents in **clear photocopies** to the school where they are interested to transfer:
 - a. Letter of Intent to transfer indicating the reasons for transferring, addressed to the School Head;



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph



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- b. Latest Performance Rating;
 - c. Updated Service Record;
 - d. Proof of residency such as but not limited to Barangay Certification and/or Voters Certificate/ID; and
 - e. If a teacher claims to be in one of the priority situations mentioned in Item 2 of this Memorandum, they must provide appropriate and sufficient proof of their situation. This could include, but is not limited to, medical certificates, medical abstracts, or police blotter reports.
4. It is understood that data privacy measures are to be observed considering that sensitive and/or personal data such as medical records and reports are to be submitted.
5. Schools with transfer applicants must prepare the Master List of Applicants for Transfer using the criteria stipulated in Enclosure No. 1 and must submit it to the Personnel Section of this Division not later than May 30, 2025. The template for the Master List of Applicants for Transfer is provided in Enclosure No. 2.
6. It is further ensured that the application for transfer is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.
7. Immediate, wide dissemination, and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer in-Charge
Office of the Schools Division Superintendent

Encl.: As Stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

TRANSFER SELECTION PERSONNEL

rdd/HRPERSONNEL/05022025



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Enclosure No. 1 to Division Memorandum No. 297, s. 2025

Recommended Criteria for Ranking of Teachers Applying for Transfer

Criteria	Maximum Points	Computation
Performance	30	Latest IPCRF Rating / 5 * 30%
Years of Service in Present Station	20	1 point for every year in service
Total	50	Points earned for Performance + Points Earned for Years of Service in Present Station



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MASTER LIST OF APPLICANTS FOR TRANSFER
SY 2025 - 2026
 Name of School

Name of Candidates	Present Position	Station	Residence	Performance Rating	Experience (Yrs in service at Present Station)	Total Points	Rank	Priority Situation (put a check mark "✓" on the applicable situation)						Remarks			
								Teacher is declared excess by the School Head and/or his/her expertise or area of specialization is needed in another school;	Teacher has served more than five years outside his/her home barangay/municipality;	Teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190 "Localization Law")	Teacher is joining his/her husband/wife in the same school (RA No. 4670);	Teacher is a nursing mother (PD No. 603 "Child and Youth Welfare Code");	Teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or		Teacher is in poor health condition, as evidenced by pertinent medical records to that effect.		
				30 pts	20 pts	50 pts											

Prepared by: _____
 Administrative Officer II

Noted by: _____
 School Head