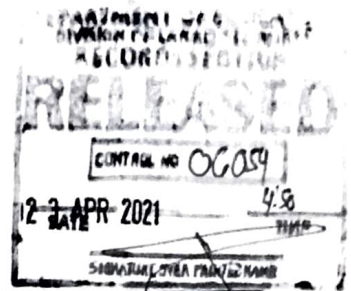




Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



April 8, 2021

**DIVISION MEMORANDUM:**

No. 167 s, 2021



**REITERATION OF DIVISION MEMORANDUM NO. 235. S. 2020,  
" IMPLEMENTATION OF DEPED ORDER NO. 22 , S. 2013 "REVISED GUIDELINES  
ON THE TRANSFER OF TEACHER FROM ONE STATION TO ANOTHER".**

**TO:** Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Secondary and Elementary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

1. Due to the COVID19 pandemic and in keeping with the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) protocols on Social Distancing, this office reiterates Division Memorandum No. 235, s. 2021, in relation to DepEd Order No. 22, s. 2013, "Revised Guidelines On The Transfer of Teacher From One Station to Another", as it has been observed that procedures in the application to transfer from one station to another station prescribed therein has not been followed by the majority, specifically paragraph 2 of the said memorandum which states:

"Scan the duly filled-out Transfer Form, access this link [www.tinyurl.com/depedldntransferrequest](http://www.tinyurl.com/depedldntransferrequest), provide required information and **upload** the scanned form and other related documents then **submit**..."

2. That the term "submit" refers to **online submission**.
3. Submission of the hard/original copies of the application to this office is **NOT** required. However, the concerned is advised to keep the original copy for future reference.
4. For information and compliance

  
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent 



**Address:** Pigcarangan, Tubod, Lanao del Norte  
**Telephone No.:** [063] 341-51-09



Management  
System  
ISO 9001:2015





Department of Education  
Region X  
**LANAO DEL NORTE DIVISION**  
Gov. A. Quilbranza Prov'l. Gov't. Compound  
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[lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)



**DIVISION MEMORANDUM**  
No. *22* s. 2020

**To:** Assistant Schools Division Superintendent  
Education Program Supervisor  
Public Schools District Supervisor  
Administrative Officer V  
School Heads  
Teachers and All Others Concerned  
*This Division*

**FROM:** *Edilberto L. Oplenaria*  
EDILBERTO L. OPLENARIA, CESO V  
Schools Division Superintendent

**DATE:** June 1, 2020

**SUBJECT:** IMPLEMENTATION OF DEPED ORDER NO. 22, s. 2013, "REVISED GUIDELINES ON THE TRANSFER OF TEACHER FROM ONE STATION TO ANOTHER"

Consistent with the Department of Education Order No. 22, s. 2013, this office hereby prescribes procedures on the Application for Transfer of Teacher from one station to another, thus, all concerned are hereby directed to comply with the following:

1. Fill-out the attached Transfer Form (Enclosure No. 1) which is also downloadable through [www.deped.in/ldnhrmoforms](http://www.deped.in/ldnhrmoforms) under folder **HRMO Forms**.
2. Scan the duly filled-out Transfer Form, access this link [www.tinyurl.com/depedldntransferrequest](http://www.tinyurl.com/depedldntransferrequest), provide required information and upload the scanned form and other related documents then submit not later than July 31, 2020.
3. Application documents shall be endorsed (Enclosure No. 2) by the immediate supervisor otherwise such shall be returned to the School Head without action.
4. Applications submitted prior to the issuance of this memorandum shall be subject for resubmission.
5. Widest dissemination of this memorandum is enjoined.

**#GO100**



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[www.iso.org](http://www.iso.org)  
ID: 1100000000





Republic of the Philippines  
**Department of Education**

17 APR 2013

DepEd ORDER  
No. **22**, s. 2013

**REVISED GUIDELINES ON THE TRANSFER OF TEACHERS  
FROM ONE STATION TO ANOTHER**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Basic Education Information System (BEIS) Teacher Deployment Analysis for the previous school years consistently reveals imbalances in the deployment of public school teachers. There are still a big number of "cool colored" schools, with pupil/student-teacher ratio of less than 40:1, while at the same time, there remains many "red" and "black" schools. As such, it is imperative to effect transfers of teachers from one station to another in order for the Department of Education (DepEd) to ensure the equity of teacher deployment.

2. In view of the foregoing circumstances, this Department hereby amends DepEd Order No. 21, s. 2005 and issues these **Revised Guidelines on the Transfer of Teachers from One Station to Another**.

3. While efforts shall be exhausted to secure the consent of a teacher to be transferred, there are certain conditions which can validly be considered as "in the exigency of the service" and transfers may be made even without the consent of the teacher. 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;
- 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.

4. 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.

5. Should teachers identified in Paragraph Nos. 3 and 4 desire not to transfer, they shall be given additional assignments such as remedial and summer classes, work related to Alternative Delivery Modes (ADM)s, tasks concerning Alternative Learning Systems (ALS) and other assignments that their respective SHs may deem proper.

6. On the other hand, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers:

- 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 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. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

7. The Division Planning Unit shall ensure that the transfer of teachers in their respective divisions are properly recorded and processed in the EBEIS, and its effect on pupil/student-teacher ratio is analyzed.

8. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to Republic Act (RA) No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

9. These guidelines shall be construed consistent with the Administrative Code of 1987 and with RA No. 4670, otherwise known as the *Magna Carta for Public School Teachers*.

10. These guidelines hereby amend DepEd Order No. 21, s. 2005. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

11. These guidelines shall take effect immediately upon approval.

12. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference: DepEd Order: (No. 21, s. 2005)

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

AMENDMENT	POLICY
SCHOOLS	TEACHERS
TRANSFER	

R-MCR/Sally: DO-Revised Guidelines on the Transfer of Teachers..  
0328/ March 26, 2013/4-1-2013/4-10, 2013/4-15.2013