



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

September 23, 2025

DIVISION MEMORANDUM

No. **581**, s. 2025

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

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

- Attached is **Memorandum DM-OUHROD-2023-1763 dated November 15, 2023** titled **“Reiteration of Guidelines on the Transfer of Teachers from One Station to Another”** and **DepEd Order No. 22, s. 2013** titled **“Revised Guidelines on the Transfer of Teachers from One Station to Another”**.
- The intent of the aforementioned issuances is to:
 - Streamline the process of transfer of teachers from one station to another, and
 - Provide guidance on the prioritization and identification of teachers to be transferred.
- To ensure wide dissemination and strict observance of the provisions of the said guidelines among all concerned personnel, schools shall post copies of this Memorandum in their respective areas of jurisdiction. This Memorandum is also made available in conspicuous places within the Division Office and on the SDO Sagay website (<https://www.deped.sagay.com>).
- 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



Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages : 5

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

TEACHERS

TRANSFER OF STATION

POLICIES

FN: IIRPERSONNEL/ MEMOS



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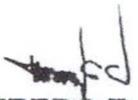
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1763

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT : **Reiteration of Guidelines on the Transfer of Teachers from One Station to Another**

DATE : 15 November 2023

Pursuant to DepEd Order (DO) No. 22, s. 2013 or the *Revised Guidelines on the Transfer of Teachers from One Station to Another*, specifically item no. 6 which allows the transfer of teachers from one station to another, subject to the priority listed below:

- When the teacher is declared excess by the School Head (SH) and/or his/her expertise/area of specialization is needed in another school/district/division;
- The teacher has served for more than five years outside his/her home barangay/municipality;
- The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (Republic Act No. 8190, *Localization Law*), as evidenced by the teacher's Voter's ID;
- The teacher is joining his/her husband/wife in the same school IRA No. 4670, *Magna Carta for Public School Teachers*);
- She is a nursing mother (Presidential Decree No. 603 dated December 10, 1974, *Child and Youth Welfare Code*);
- 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



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COMPLIANT WITH ISO 9001
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- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

It has been observed that the procedures by which processing, and approval of requests undergo a tedious and very long process and that many of the teachers concerned are not even aware of these processes.

To facilitate the process and approval of transfer of teachers, provisions under DO 22, s. 2013 are hereby reiterated. This Memorandum likewise provides guidance to field offices and officials, including teachers seeking transfer on the streamlined process, emphasizing the spirit and intent of said Order.

In view hereof, the following should be observed:

1. The teacher who seeks transfer shall send his/her request to the Schools Division Superintendent. The same shall be endorsed by the School Head.
2. The Originating-SDO shall prepare an endorsement to the receiving-SDO requesting information as to whether the teacher can be accommodated or not.
3. The Receiving-SDO shall return through an endorsement to the originating-SDO with the information on the action taken:
 - a. *When the transfer request is favorably acted, the originating-SDO shall inform the teacher and the school head concerned of the action with the advice to prepare the necessary transfer documents.*
 - b. *When the transfer request is denied, the originating-SDO shall provide the teacher and the school head concerned of the reasons cited in the return endorsement.*
4. Upon compliance with the necessary requirements for transfer, the originating-SDO shall endorse the same to the receiving-SDO through the Regional Office.
5. The Regional Office shall then proceed with the endorsement of the same to the Regional Office concerned of the receiving-SDO. This is in compliance with the signing authority for transfer.
6. The receiving-SDO shall inform the teacher concerned of the actual first day of service.

The Office of the Undersecretary for Human Resource and Organizational Development through the Bureau of Human Resource and Organizational Development (BHROD) shall continually review the existing DO to make it relevant in the context of enhanced parameters, class organization, and typologies of schools in view of the other reasons for the transfer of teachers.

Immediate dissemination and strict compliance of this Memorandum is desired.



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 (ADMs), 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