HRPER-518

Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JUN 20 2022

DIVISION MEMORANDUM
No. 305, s. 2022

Application for Transfer for SY 2022-2023

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Principals/HTs/TICs/OIC
Public Secondary School Principals/HTs/TICs
All others concerned

1. The field is hereby informed that all schools shall now accept applications for transfer for SY 2022-2023. This is to prepare a ranklist of teacher transferees which will be utilized to replace teachers who retired, resigned and transferred.

2. In view of this, all school heads are hereby instructed to disseminate to all teachers that they may now submit their Letter of Intent to the school where they are interested to transfer. Recipient schools shall rank the applicants using Division Memo No. 31 s. 2007 (attached herewith).

3. Administrative Officers deployed in the schools are advised to assist the School Ranking Committee in the preparation of School Ranklist of Transferees.

4. This Office reiterates provision of DepEd Order No. 7, s. 2015 which says that "Upon a teacher's appointment, assignment to station, and acceptance of the position, he or she shall not be transferred to another school until after rendering **at least three (3) years of service in that school.** "

5. Deadline for submission of the School Ranklist of Transferees to the Division Office will be on July 29, 2022. No more ranklist will be accepted after July 29, 2022.

6. For wide dissemination.

ARLENE G. BERMEJO, CESO VI
Schools Division Superintendent

NOE B. ABDON
Administrative Officer V
In-charge of the Division

Reference: Division Memo No. 31 s. 2007
Inc.: As stated
To be indicated in the Perpetual Index under the following subjects:

TEACHERS POLICY

mst/Memo on Application for Transfer
16 June 2022

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

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

June 12, 2007

DIVISION MEMORANDUM
No. 31, s, 2007

RECOMMENDED GUIDELINES FOR RANKING OF TEACHERS APPLYING FOR TRANSFER

To: PSDS
Principals/Head Teachers/Teachers-in-charge
Public Elementary and Secondary Schools

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1. In addition to the provisions of DepEd Order No. 21, s. 2005, entitled "Adoptive Measures in the Transfer of Teachers from One Station to Another," this division is recommending a set of criteria to be used as guide in ranking teachers who are seeking transfer to another station.

2. Teachers applying for transfer to another station shall be evaluated and ranked based on the criteria in Enclosure No. 1, to this memorandum.

3. Specialized training refers to any of the trainings for skills development such as journalism, sports, music, theatre arts, ICT and Early Childhood Development (ECD). It shall be given a maximum of 10 points provided that the training should be at least 3 to 5 days and should be supported with documents.

4. Physical characteristics and personality shall be given a maximum of 2.5 points each. The evaluation shall be based on a face to face interview of the School Selection Committee with the teacher applicant. Each applicant shall be rated using the score sheet in Enclosure No. 2 to this memorandum.

5. For wide and immediate dissemination to the field.

ELNORA A. PAHUNAO, CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: DepEd Order No. 21, s. 2005
Allotment: 1-3
To be indicated in the ***Perpetual Index***
under the following subjects:

EMPLOYMENT POLICY TEACHERS

Enclosure No. 1, Division Memorandum No. 31, s, 2007

RECOMMENDED CRITERIA FOR RANKING OF TEACHERS APPLYING FOR TRANSFER

Criteria	Rating	Weight Assigned	Points Earned
1. Latest Performance Rating (30 Points Maximum)		Multiplied by 3	
2. Years of Service in the Present Station (Maximum of 20 Points)		1 point for every year of service	
3. Educational Qualification (Maximum of 20 Points) BSE/BEED or its equivalent - 5 Points 6-12 units MA 11 pts 13-23 units MA 12 pts 24 unit-CAR 13 pts Master's Degree 15 pts 6-18 doctoral units 16 pts 19-36 units 17 pts CAR 18 pts Doctorate Degree 20 pts			
4. Specialized Trainings (Maximum of 10 pts) **1** training of at least 3 days in the division level 3 pts **2** trainings of at least 3 days in the division level or 1 training of at least 3 days in the regional level 5 pts **2** trainings of at least 5 days in the division level or 1 training of at least 5 days in the regional level 7 pts **3** trainings training of at least 5 days in the division level or 2 trainings of at least 5 days in the regional level or 1 training of at least 5 days in the national level 10 pts			
5. Outstanding Accomplishments (Maximum of 15 pts) Outstanding Employee Award 4 pts Conceptualized an innovative Work Plan properly documented, approved & attested by DepEd authorities & implemented in the district /division 4 pts Publication 3 pts Consultancy, resource speaker in seminar workshop/symposium/For a 4 pts			
6. Physical Characteristics (Maximum of 2.5 points)			
7. Personality (Maximum of 2.5 points)			
		TOTAL POINTS EARNED	

Enclosure No. 2

Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY
(School)

REGISTRY OF QUALIFIED APPLICANTS FOR TRANSFER
(School)
(SY)

Name of Candidates	Position	Residence	Performance Rating	Years of Service	Education	Specialized Training	Outstanding Accomplishment	Physical Characteristics	Personality	Total Points	Rank
			30 pts.	20 pts.	20 pts.	10 pts.	15 pts.	2.5 pts.	2.5 pts	100 pts	

We, the members of the Human Resource Merit Promotion & Selection Board (HRMPSB) hereby certify that the above mentioned applicants were screened using Division Memorandum No. 31, S. 2007, Recommended Guidelines for Ranking of Teachers Applying for Transfer.

SCHOOL RANKING COMMITTEE

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