



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa City

Office of the Schools Division  
Superintendent

AUGUST 7, 2023

**MEMORANDUM**  
No. 182, s. 2023

**REITERATION OF DEPED ORDER NO. 22 S. 2013 RE: REVISED GUIDELINES ON THE  
TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER**

To: OIC-Assistant Schools Division Superintendent /  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. To ensure the equity of Teacher Deployment, this Office reiterates the DepEd Order No. 22 s. 2013 re: **Revised Guidelines on the transfer of teachers from one station to another.**
2. Provision II. Sec. 6 of R.A. 4670. Otherwise known as “The Magna Carta for Public School Teachers”, states that **“where the exigencies of the service require the transfer of a teacher from one station to another, such transfer may be effected by the school’s division superintendent who shall previously notify the teacher concerned of the transfer and the reason(s) therefor”.**
3. Particular attention is invited to Items **3.a-c, The certain conditions which can validly be considered as “in the exigency of the service”;** Items **4.a-d, The guide in the decision on whom to transfer;** and Items **6.a-g, If the teachers are seeking transfer to another station.**
4. This Office creates the Process Flow on the Request for Transfer of Teacher from One Station to Another, within the Division and to Another Division. Attached is **Annex A - The Process Flow of Request for Transfer, Annex B – Template of Indorsement** and **Annex C – List of Requirements.**

NUM-2023-182

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Student Center for Life Skills Bldg., Centennial Ave.,  
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5. The Division Planning Officer and Division HRMO should coordinate to ensure that the transfer of teachers in their respective divisions is properly recorded and processed, and its effect on pupil/student – teacher ratio is analyzed.
  
6. Immediate dissemination of, and strict compliance to this Memorandum is highly desired.

For:

**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

By:

  
**NOEMI A. VALDEZ**  
Administrative Officer V  
Officer-in-Charge

Enclosure: As stated  
References: As stated

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

AMENDMENT      POLICY      SCHOOLS      TEACHERS      TRANSFER

JBY/AMF/Reiteration of DepEd Order No. 22 s. 2013 re: Revised Guidelines on the Transfer of Teachers from One Station to Another  
**182**/July 14, 2023

NUM-2023-182

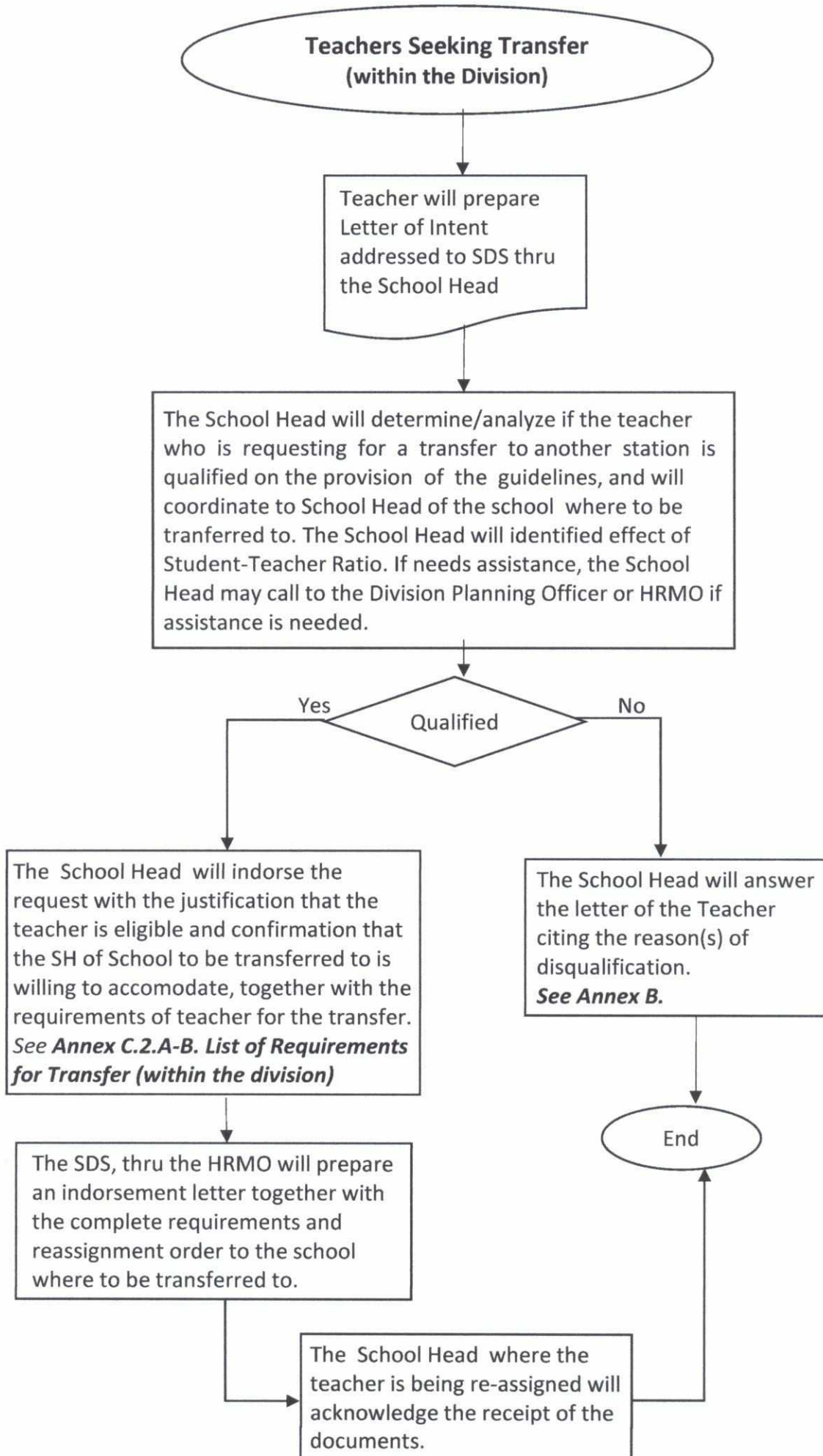
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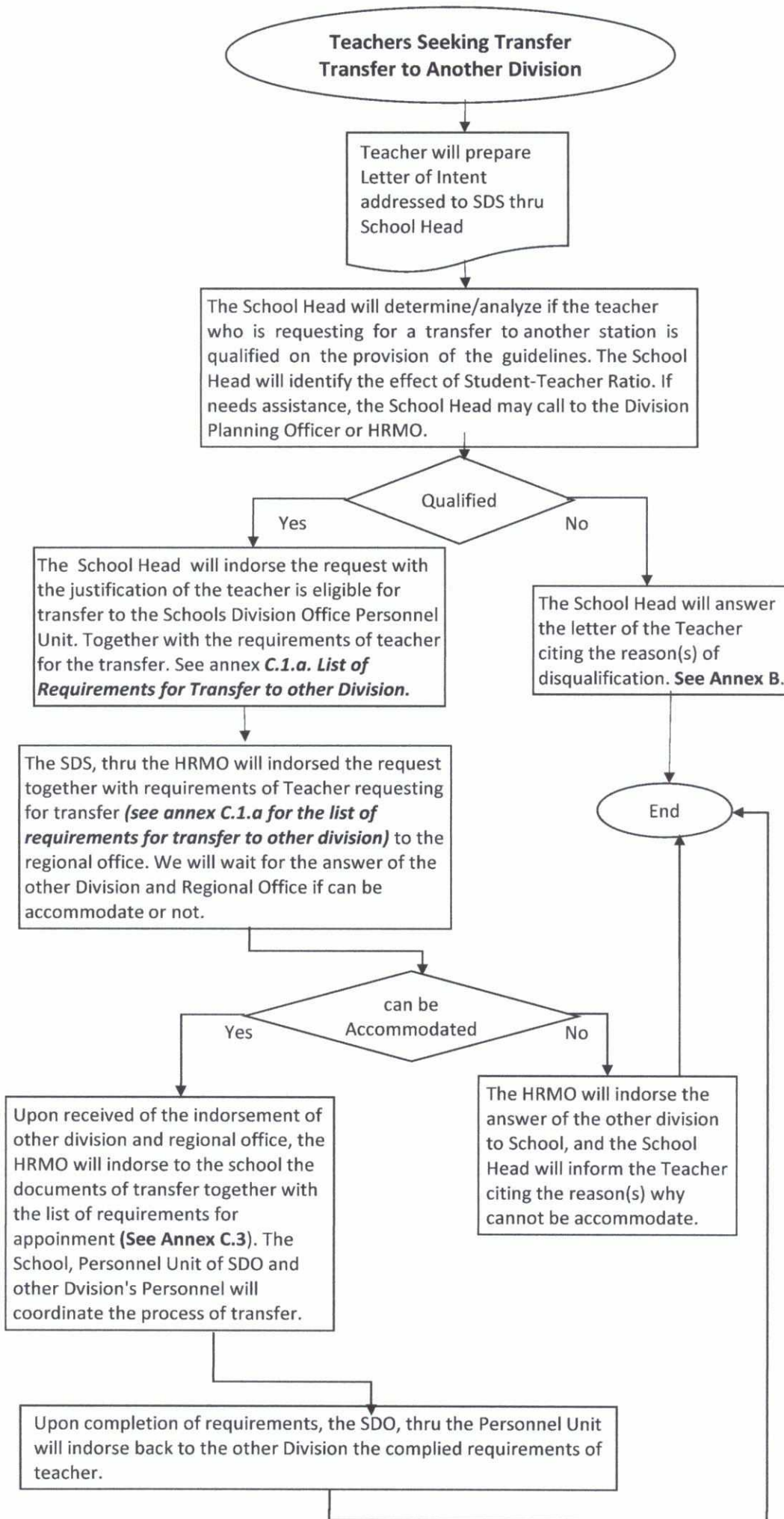


**Process Flow of the Request for transfer from one station to another  
(Within the Division)**





**Process Flow on the Request for Transfer of Teacher  
(to/from Other Division)**



**SCHOOL HEADING**

**Annex B**

Date: \_\_\_\_\_

**TRANSFER OF TEACHER TO ANOTHER STATION  
(Within the Division)**

**TO: NAME OF TEACHER**

**FROM: OFFICE OF THE SCHOOL PRINCIPAL**

**Mr./Ms.: \_\_\_\_\_**

Please be informed that after thorough evaluation, your request to transfer from (Name of Current Station) to (Name of Requested Station) is hereby:

- Declined due to:
  - The school has no excess teacher/s
  - Not meeting the required minimum 5 years of service outside of your home barangay/municipality, as of writing
  - Not meeting R.A. No. 8190, also known as the Localization Law stating that the requestee is a bonafide resident of (insert name of barangay/municipality/city/province) of the requested school to transfer to, as evidenced in your Voter's Certificate
  - Not meeting RA No. 4670 Section 11 which states "*Married Teachers. Whenever possible, the proper authorities shall take all steps to enable married couples, both of whom are public school teachers, to be employed in the same locality.*"
  - Not covered by PD No. 603, also known as the Child and Youth Welfare Code – Nursing Mother
  - There are no recorded life-threatening circumstances in the current station in which the requestee is involved.
  - The Requestee has no declared health problems or medical records/s as pertinent evidence of poor health condition.
  
- Accepted and Recommended for Approval Reason/s:

Very truly yours,

**(Signature Over Printed Name)**  
School Principal

Reference: D.O. No. 22, s. 2013

Copy for:

- Requestee
- School 201
- SDO 201

**Annex C.1**

**C.1.A LIST OF REQUIREMENTS FOR REQUEST TRANSFER  
FROM/TO OTHER DIVISION**

		<b>Original</b>
1	IPCRF or CERTIFICATION OF 3 YEARS RATING	1
2	PERSONAL DATA SHEET (PDS)	1

**Annex C.2.A****LIST OF REQUIREMENTS APPROVED TRANSFER WITHIN THE DIVISION  
(FROM/TO IMPLEMENTING UNIT)**

		<b>Original</b>	<b>Photocopies</b>
1	Form 212 (PDS) – Handwritten	3	-
2	Position Description Form (PDF) – c/o HR	3	-
3	First Day of Service/assumption of duty signed by School Head	3	-
4	FORM 32 (OATH)	3	-
5	PRC Authenticated Professional License	3	-
6	PRC Authenticated report of Rating (LET rating)	3	-
7	Transcript of Records (certified by School Registrar (Bachelor & MA)	1	2
8	Notarized Assets and Liabilities	1	2
9	Annual Medical Result	1	2
10	Updated Service Records or Certificate of Employment	1	2
11	Marriage Contract - (Original PSA)	1	2
12	Birth Certificate Minor Children (3pcs)	1	2
13	Birth Certificate (if single) Original PSA	1	2
14	Latest Performance Rating	1	2
15	Certificate of Unused Service credits with photocopy of leave card	1	2
16	Previous Appointment		3
17	School Clearance	1	2
18	Division Clearance	1	2
19	NBI/ Police Clearance	1	2
20	Special Order for Transfer	1	2
21	Certificate of Last day of Service	1	2
22	Certificate of Last Payment (RPSU)	1	2

**C.2.B LIST OF REQUIREMENTS FOR APPROVED TRANSFERRED  
WITHIN THE DIVISION**

		<b>Original</b>	<b>Photocopies</b>
1	IPCRF	1	2
2	Certificate of Last Day of Service	1	2
3	Updated Service Record	1	2
4	School Clearance	1	2
5	Certification of unused service credits (if any)	3	-
6	201 File	-	1 Set



**Annex C.3****LIST OF REQUIREMENTS TRANSFERRED FROM/TO OTHER DIVISION  
(FOR APPOINTMENT)**

		<b>Original</b>	<b>Photocopies</b>
1	Form 212 (PDS) – Handwritten	3	
2	Position Description Form (PDF) – c/o HR	3	
3	First Day of Service/assumption of duty signed by School Head	3	
4	FORM 32 (OATH)	3	
5	PRC Authenticated Professional License	3	
6	PRC Authenticated report of Rating (LET rating)	3	
7	Transcript of Records (certified by School Registrar (Bachelor & MA)	1	2
8	Notarized Assets and Liabilities	1	2
9	FORM 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray - Neuro-Psychiatric Examination (if necessary)	1	2
10	Updated Service Records or Certificate of Employment	1	2
11	Marriage Contract - (Original PSA)	1	2
12	Birth Certificate Minor Children (3pcs)	1	2
13	Birth Certificate (if single) Original PSA	1	2
14	Latest Performance Rating	1	2
15	Certificate of Unused Service credits with photocopy of leave card	1	2
16	Previous Appointment		3
17	School Clearance	1	2
18	Division Clearance	1	2
19	NBI/ Police Clearance	1	2
20	Special Order for Transfer	1	2
21	Certificate of Last day of Service	1	2
22	Certificate of Last Payment (RPSU)	1	2





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