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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 158, s.2023

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

To: Public Elementary and Secondary Schools Heads
Section/Unit Heads
All Others Concerned

1. The Department of Education is committed under the **MATATAG Agenda** to take steps to accelerate the delivery of basic education services and provision of facilities and to give support for teachers to teach better.
2. In line with these, the Schools Division of Vigan City reiterates the guiding principles of DepEd Order No. 22, s. 2013 or The Revised Guidelines on the Transfer of Teachers from One Station to Another.
3. In the said Order, efforts shall be exhausted to secure the consent of a teacher to be transferred. However, transfers may be made even without the consent of the teacher **in the exigency of the service**.
4. Instances considered as **in the exigency of the service** include the following:
 - a. When the pupil/student-teacher ration 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 School Head and his/her area of specialization is needed in another school/district/division.
5. The decision to transfer teachers in the exigency of service may be guided by the following considerations:
 - a. Teachers who were last to be hired (Last in, First Out);
 - b. Non-Residents of the barangay or municipality of the proposed recipient school; *or*
 - c. Secondary school teachers teaching subjects other than their areas of specialization.



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6. Teachers who do not consent to transfer or those transferred in the exigency of the service but desire not transfer shall be given additional assignments, such as:
 - a. Remedial and Summer Classes;
 - b. Work related to Alternative Delivery Modes;
 - c. Tasks concerning Alternative Learning Systems; and
 - d. Other assignments that their respective School Heads may deem proper.
7. The following situations are given priority when teachers are seeking transfer to another station which needs additional teachers:
 - a. When the teacher is declared excess by the School Head and the teacher's area of specialization is needed in another school/district/division;
 - b. The teacher has served more than five years outside his/her home barangay or municipality;
 - c. The teacher is a bonafide resident where the school is located as evidenced by a Voter's ID;
 - d. The teacher is joining his/her spouse in the same school;
 - e. The teacher is a nursing mother;
 - 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;
 - g. The teacher is in poor health condition as evidence by pertinent medical records.
8. In relation to DepEd Order 7, s. 2015 or the Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016, the following are also reiterated:
 - a. Public school teachers requesting for transfer to another station are not considered new applicants.
 - b. Upon a teacher's appointment, assignment to a station, and acceptance of the position, he/she shall not be transferred to another school until after rendering at least three (3) years of service in that school.
9. The following procedure established by **DM-OUHROD-2023-1763** is also reiterated:
 - a. The teacher seeking transfer shall send a letter request to the Schools Division Superintendent endorsed by the School Head;
 - b. The Originating SDO shall prepare an endorsement to the receiving SDO requesting information as to whether the teacher can be accommodated;
 - c. The receiving SDO either inform through endorsement if the transfer request is favorably acted and advice to prepare the necessary transfer documents or provide reasons for the denial;
 - d. Upon compliance with the requirements for transfer, the originating SDO shall endorse the same to the receiving SDO through the Regional Office.
 - e. The receiving SDO shall inform the teacher of the actual first day of service.



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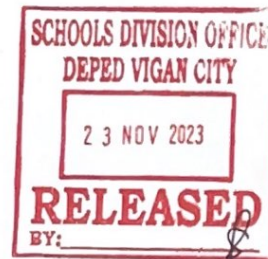




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10. The Schools Division of Vigan City will conduct an orientation for teachers to fully disseminate DepEd Order No. 22, s. 2013. A separate division memorandum to this effect will be issued.
11. Wide and immediate dissemination with this memorandum is directed.

VILMA D. EDA, CESO V
Schools Division Superintendent



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