



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

Division Memorandum
 No. 248 s. 2025

May 6, 2025

MOVEMENT/TRANSFER/REASSIGNMENT OF PUBLIC-SCHOOL HEADS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. In the exigency of service as stipulated in **DepEd Order 7 s. 1999 otherwise known as the "Policies on Selection/ Appointment and Transfer/Reassignment"** specifically stated under **section 1.2 of said D.O. 7, s. 1999**, which provides that "Selection and appointment to the positions of District Supervisors and Principals **shall be the responsibility of the Schools Division Superintendent**, DECS Order 8 and 34 s. 1993 and 1995 DECS Qualification Standard Manual and Other rules and regulations shall be used as the bases for such selection and appointment", this office informs the movement, transfer, or reassignment of school heads in the division.
2. The said movement, transfer or reassignment will purposely ensure great opportunity of sharing educational leadership and strategic management and offering equal opportunities for the concerned School Head institutionalizing good rapport between and among internal and external stakeholders in the schools.
3. In view hereof, all School Heads with more than three (3) years of service in their present stations shall submit a letter of intent addressed to the Office of the Schools Division Superintendent on or before May 16, 2025, indicating therein their choices within the division.
4. School Heads are requested to identify three (3) preferred schools and reasons justifying the said transfer. Likewise, School Heads with less than three (3) years of service in their present stations which are affected in the reshuffling shall also be considered in the movement.
5. School Heads, who intend to retire due to mandatory or optional scheme in the next six (6) months, may opt to be retained in their respective present stations provided that a letter of intent to retire shall be submitted to the Office of the Schools Division Superintendent.



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6. Submission of mandatory clearance of all School Heads who will be reassigned or transferred shall be strictly followed and submit the same to the division office before the issuance of the new Assignment Order.
7. Immediate dissemination and compliance with this Memorandum are highly desired.

VILMA D. EDA CESO V
Schools Division Superintendent



To be indicated in the Perpetual Index Under the following subject.

BUREAUS AND OFFICES
POLICY

EMPLOYEES OFFICIALS
RULES AND REGULATIONS

TRANSFER



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