



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

May 30, 2025

DIVISION MEMORANDUM

No. 174, s. 2025

**ADOPTION OF GUIDELINES FOR THE SUBMISSION OF APPLICATION FOR  
TRANSFER OF TEACHER FROM ONE STATION TO ANOTHER  
ANCHORED ON DEPED ORDER 22, s. 2013**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors/Principals-in-Charge  
Elementary and Secondary School Heads  
School Administrative Officers  
All Others Concerned

1. In preparation for the opening of classes on June 16, 2025, and in consideration of the lifting of the COMELEC Election Ban on Transfer of Government Employees on June 11, 2025, this Office hereby issues guidelines for the submission of application for transfer of teachers from one station to another.
2. It is highly emphasized that the guidelines provided here is anchored on DepEd Order No. 22, s. 2013 entitled, "*Revised Guidelines on the Transfer of Teachers from One Station to Another*" and as reiterated in DepEd Human Resource and Organizational Development Memorandum DM-OUHROD 2023-1763 dated 15 November 2023.
3. As stipulated in the said guidelines, transfer of teachers from one station to another can be categorized into:
  - a. Teachers who are seeking transfer to another station which is in need of additional teachers; and
  - b. Teachers to be transferred "in the exigency of the service".

**4. Scope and Priority Criteria for Transfer.**

For teachers who are seeking transfer to another station which is in need of additional teachers, the following situations should be given priority per D.O. 22, s. 2013:

- a. When a teacher is declared excess by the school head and 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 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 4670);
- e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernsamard@deped.gov.ph](mailto:northernsamard@deped.gov.ph)  
Division Official Website: <https://northernsamard.deped.gov.ph>



- f. The teachers' 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 conditions, as evidenced by pertinent medical records to that effect.
5. This Office once again stresses **Provision 4.2 of DepEd Order No.7, s. 2015** which states that "Upon a teacher's appointment, assignment to a station, and acceptance of the position, **he or she shall not be transferred to another school until after rendering at least three years of service in that school.**"
6. **Point System, Documentary Requirement for Comparative Assessment**

With the priority situations cited in item 4 of this Memorandum, this office came up with the corresponding points to objectively identify who among the candidates seeking transfer to another station is most qualified with the details as follows:

Reasons (R)	Supporting Documents	Points
R1. a. When a teacher is declared excess by the school head and/or  b. his/her expertise/ area of specialization is needed in another school/district/division	Certification from the Schools Division Office signed Planning Office and approved by the SDS	<b>10 points</b>
R2. The teacher has served for more than 5 years outside his/her home barangay/municipality/ province	Latest Service Record  Certification of the School Head or Administrative Officer	10 yrs and above <b>10 points</b>  Above 5-10 yrs below <b>5 points</b>  *4.2 of DO 7, 2015 at least 3 years from appointment <b>3 points</b>
R3. The teacher is a Bonafide resident of the barangay, municipality, city, or province where the school is located (RA 8190 Localization Law)	Photocopy of Voter's ID	Resident of the Barangay <b>10 points</b>  Resident of the Municipality- <b>7 points</b>  *Resident of the Province - <b>5 points</b> <i>*This shall apply only for applicants from other divisions</i>
R4. The teacher is joining his/her husband/wife in the same school (RA 4670)	Photocopy of Marriage Contract and SO Notice of Assignment of Spouse	<b>10 points</b>
R5. The teacher is a nursing mother (PD No. 603 Child and Youth Welfare Code)	Photocopy of Birth Certificate of the child	Nursing a child 1 yr/o and below - <b>10 pts</b>  Nursing a child 2 to 3 yrs/o - <b>5 pts</b>



R6. The teacher's life is in danger due to armed conflict, hostilities, and other circumstances in area where the school is located	Certification of the Department of National Defense, Philippine Army or PNP	<b>10 points</b>
R7. The teacher is in poor health condition	Medical Certificate from the Division Medical Officer for the ailments such as, but not limited to cancer, acute arthritis, stroke, etc.; accident, and major operations	<b>10 points</b>
<b>Maximum Points</b>		<b>70 points</b>

7. To come up with a total of 100 points, the applicant's Performance Rating (PR) or IPCR Rating for SY 2023-2024 is given the remaining 30 points which are appreciated using the rubrics below:

<b>IPCRF Performance Rating</b>	<b>Point in the evaluation</b>
4.5 to 5.0	30
3.5 to 4.4	20
2.5 to 3.4	15
Below 2.5	10
<b>Maximum Points</b>	<b>30</b>

#### 8. Guidelines and Procedures.

- a. All applications with the supporting documents must be submitted by the applicants to the School Administrative Officer of the schools they are applying for transfer.
- b. The School Ranking Committee shall comprise:
  - i. the School Head or TIC,
  - ii. the Administrative Officer as secretariat and
  - iii. the Teachers and Employee Association (TEA) President

The committee shall conduct the Evaluative Assessment and plot the points obtained by the applicants using Rubrics in the Comparative Assessment Report. *See attached Template.*

- c. The school heads of elementary and secondary schools shall submit the CAR Forms together with the supporting documents to the District Office concerned.
- d. The District Review Committee is composed of:
  - i. the District Supervisor,
  - ii. two elementary principals concerned or
  - iii. two secondary principals concerned

The committee will review, validate, and consolidate any and all the Comparative Assessment Reports (CAR) from the schools using a Consolidated Comparative Assessment Report (CAR) of Transfer of Teachers,

#### 9. Documentary Requirements and Schedule

The District Head will prepare three (3) copies of the Consolidated Comparative Assessment results and submit them to the Office of the Schools Division Superintendent together with the supporting documents.



a. Indicative Schedule:

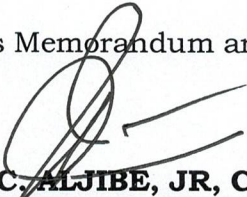
Activity	Dates
1. Submission of pertinent papers by the applicants to the school they are applying for transfer	June 2-6, 2025
2. Conduct of Evaluative Assessment by the School Ranking Committee	June 2-6, 2025
3. Submission of CAR Forms with the supporting documents to the District Office	June 2-6, 2025
4. Conduct of review, validation and consolidation of CAR by the District Review Committee	June 9-11, 2025
5. Submission of consolidated Comparative Assessment results to the Office of the Schools Division Superintendent through the Office of the Assistant Schools Division Superintendent	June 13, 2025

10. Transfer due to Exigency of the Service

On the other hand, transfer of teachers can likewise be effected “in the exigency of the service” which is determined by the top management as the situation demands, like but not limited to transfer of teachers within the district **who are below three (3) years caused by the new teachers who are to be deployed; and other situations which are deemed facilitative in the attainment of the Division goals and objectives.**

11. Concerns, complaints and/or violation arising from the implementation of this memorandum shall be addressed to through the grievance machinery of the school, district and/or division concerned as covered and provided under DepEd Order No. 35, 2024 *Revision of the Grievance Machineries of the Department of Education* and other pertinent issuances.

12. Immediate dissemination of and strict compliance with this Memorandum are highly desired.



  
**GAUDENCIO C. ALJIBE, JR., CESO VI**  
Schools Division Superintendent

Enclosures :

- Enclosure 1 *Comparative Assessment Report (CAR) from School*
- Enclosure 2 *Consolidated Comparative Assessment (CAR)*

References :

- DepEd Order2 No. 22, s. 2015 *Revised Guidelines on the Transfer of Teachers from One Station to Another*
- DepEd Memorandum DM-OUHROD 2023-1763 dated 15 November 2023 *Reiteration of Revised Guidelines on the Transfer of Teachers from One Station to Another*

DepEd Northern Samar  
**RELEASED**  
By:   
Date: 





Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

Enclosure 1 . to DM \_\_\_\_\_, s 2025 *Comparative Assessment Report (CAR)* from School

**COMPARIVE ASSESSMENT REPORT (CAR)**  
For Transfer of Teachers

District: \_\_\_\_\_

School: \_\_\_\_\_

Date of Deliberations: \_\_\_\_\_

Name of Teacher	Position and Salary Grade	Present Station	Points on Priority Justification of Transfer							Performance Rating	Total Points	Remarks
			R1	R2	R3	R4	R5	R6	R7			
Ex. Joan D. Cruz	Teacher II	Central I ES	10	10	10	10	-	-	10	10	60.00	Nursing Mother
1.												
2.												
3.												
4.												
5.												

Prepared by:

Recommending Approval:

\_\_\_\_\_  
School Administrative Officer

\_\_\_\_\_  
School TEA President

\_\_\_\_\_  
School Head

Enclosures:

1. Pertinent documents of Teacher/s
  - a. Letter Intent of Teacher
  - b. Pertinent Document R1 to R7
  - c. IPCRF 2023-2024
2. Minutes of Deliberations



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernsamard@deped.gov.ph](mailto:northernsamard@deped.gov.ph)  
Division Official Website: <https://northernsamard.deped.gov.ph>