



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

**Office of the Schools Division Superintendent**

23 September 2026

DIVISION MEMORANDUM

No. 398, s. 2026

**ADOPTION OF POLICY GUIDELINES ON REQUEST FOR TRANSFER OF NON-TEACHING EMPLOYEES FROM ONE STATION TO ANOTHER BY REASSIGNMENT UNDER CSC RULES**

To: Assistant Schools Division Superintendent  
Chief of Functional Divisions  
DepEd NEU Chapter President  
Administrative Officer V  
Human Resource Management Officer  
All Administrative Officers, and  
Other Concerned Personnel

1. In accordance with the 2025 *Omnibus Rules on Appointments and Other Human Resource Actions*, the 2022 approved DepEd and DepEd National Employees' Union (NEU) Collective Negotiations Agreement (CNA), this Division hereby adopts the herein guidelines to govern the transfer of nonteaching employees within the Schools Division of Northern Samar.
2. According to Section 13(a), Rule IV of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), **as movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.** For the purpose of this memorandum, transfer from one station to another shall have the same definition as reassignment, as defined above.

The above rule mandates that if the employee's appointment is **station specific** indicating a specific station appearing in the face of his/her appointment, reassignment to other station shall be allowed for a maximum of one (1) year, and after the lapse of said period restoration or return to original post is automatic.

The same rules do not apply for those, employees whose appointments are **not station specific** or those non-teaching employees whose specific station do not appear in the face of their respective appointment. For the purpose of this memorandum, the reassignment of these employees shall be presumed to be regular and made in the interest of exigency of the service.

**3. Consent of the Employee for Reassignment**

The CSC Memorandum Circular No. 02, s. 2005, states that "Reassignment without the consent of the employee being reassigned shall be allowed only for a maximum period of one year." Thus, to ensure that consent secured, the employee him/herself shall be allowed to request reassignment or transfer from one station to another, thirty (30) days before the intended transfer, except when made in the exigency of the service or pursuant to a disciplinary action under DO 49, s. 2006 – Revised Rules of Procedure of the Department of Education in Administrative Cases as amended in relation to administrative complaint.



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

4. Section 13(a)(5), Rule IV of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), provides that – The employee may appeal the reassignment Order within 15 days upon receipt to the Civil Service. Pending appeal, the reassignment shall not be executory.

## 5. Coverage and Scope

This policy aims to bridge the gap for the lack of existing guidelines on the subject DepEd issuance only refer to rule on transfer of Teachers from one station to another.

Hence, the need to ensure a fair, transparent, and efficient process for the reassignments or transfer of non-teaching personnel from one station to another. This will be made available ever so often prior to the determination of station and deployment of newly hired non-teaching personnel.

## 6. Authority and Discretion of the Schools Division Superintendent

Pursuant to Section 14 of Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," the Schools Division Superintendent (SDS) has **the sole authority to assign ... non-teaching employees within the division**. This authority includes the determination of assignments and deployment to ensure the effective and efficient operation of the division.

Non-teaching employees who have non-station specific appointments may submit their respective request for reassignment or transfer from one station to another addressed to the Schools Division Superintendent in writing.

## 7. Criteria for Eligibility

The following criteria shall be the basis of eligibility to request reassignment or when multiple reassignment requests are received, the following criteria shall be used to prioritize which applicant shall be granted the transfer first:

### a. Next-in-Rank, Seniority and Length of Service:

Preference shall be given to employees with longer tenure in the current station. This is based on the principle of seniority as recognized in CSC rules.

Considering Section 13(a), Rule IV of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), the employee may only request reassignment once in a year or every six months as may be practicable.

Additionally, as stated in Article V, Section 2 of the CNA, the Next-in-Rank System shall be observed. Internal and senior applicants who meet the qualifications shall have priority in consideration for reassignment or transfer from one station to another.

### b. Performance:

Employees with higher performance ratings shall be prioritized. This is in line with the merit and fitness principle under the 1987 Philippine Constitution. As such satisfactory or poor performing employees may not be considered for reassignment.

### c. Health and Safety:

Transfers may be approved based on health and safety considerations, as provided under CSC Memorandum Circular No. 41, s. 1990.

**d. Family Considerations:**

Employees with valid family-related reasons, such as the need to be closer to immediate family members, shall be given priority. This is guaranteed in DepEd and DepEd NEU CAN Article VII.

Likewise, joining of station of husband and wife shall be given priority in relation to item 6 (d) of DepEd Order 22, s. 2013 if the husband or wife is a Teacher of said school intended to transfer in.

**e. Exigency of Service:**

Transfers necessary for the exigency of service, such as addressing staffing imbalances, shall be prioritized.

**8. Point System, Documentary Requirement for Comparative Assessment**

With the priority situations cited in item 7 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:

| Criteria                                                                                                                                                           | Supporting Documents                                                                                                        | Points                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R1. Length of Service.</b> The non-teaching personnel has been in service for more than 1 year in his/her current position.                                     | Latest Service Record                                                                                                       | <b>1 point</b> per year of service, <b>maximum of 10 points</b>                                                                                                                                         |
| <b>R2. Next-in-rank/ Seniority.</b> The non-teaching personnel has rouse from the ranks from being the next-in-rank to the position he/she currently holds.        | Photocopy of Last Appointment/s                                                                                             | <b>10 points</b> – if employee had been promoted from two (2) previous positions in the rank-in-file.<br><br><b>5 points</b> – if employee had risen from one (1) previous position in the rank-in-file |
| <b>R3.</b> The non-teaching personnel is joining his/her husband/wife ( <i>teaching, non-teaching or teaching-related personnel</i> ) in the same school (RA 4670) | Photocopy of Marriage Contract and SO Notice of Assignment of Spouse                                                        | <b>10 points</b>                                                                                                                                                                                        |
| <b>R4.</b> The non-teaching personnel 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><br><br>Nursing a child 2 to 3 yrs/o - <b>5 pts</b>                                                                                                     |
| <b>R5.</b> The non-teaching personnel'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/Excerpt of Police Blotter                       | <b>10 points</b>                                                                                                                                                                                        |
| <b>R6.</b> The non-teaching personnel is in poor health condition                                                                                                  | Medical Certificate from the Division Medical Officer for the ailments such as, but not limited to cancer, acute arthritis, | <b>10 points</b>                                                                                                                                                                                        |

|                                                                                                                                    |                                                                                       |                  |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|
|                                                                                                                                    | stroke, etc.; accident, and major operations                                          |                  |
| <b>R7.</b> Transfer of the non-teaching personnel is necessary for the exigency of service, such as addressing staffing imbalances | Certification from HRMO approved by the Office of the Schools Division Superintendent | <b>10 point</b>  |
|                                                                                                                                    | <b>Maximum Points</b>                                                                 | <b>70 points</b> |

9. To come up with a total of 100 points, the applicant's Performance Rating (PR) or IPCR Rating for 2025 or the current year's completed IPCRF for the succeeding conduct of evaluative assessment, **shall be 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>                      |

10. **Technical Working Committee**

A technical working committee shall provide the accurate data containing the **list of employees requesting transfer and conduct of Comparative Assessment for the eligibility and priority of each applicant for transfer** from one station to another to the Schools Division Superintendent for his determination.

The Schools Division Superintendent may call the TWC to conduct Comparative Assessment of applicants for transfer **as often as necessary or every after hiring of non-teaching personnel.**

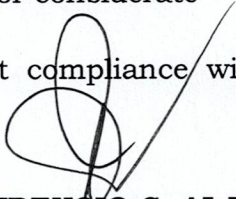
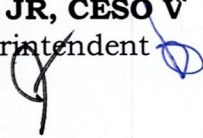
In line with Article IV, Section 13 of the 2023 approved Collective Negotiation Agreement (CNA) between DepEd and the DepEd-National Employees Union (NEU), **the presence of the President of the NEU Chapter or his authorized representative shall be indispensable during the determination above recommendations.** This will ensure that the interests of non-teaching personnel are adequately represented.

The Technical Working Committee shall be composed of the following

| <b>Technical Working Committee membership</b> | <b>Responsible Persons</b>                                                                               |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Chairperson                                   | <b>REY F. BULAWAN, EdD</b><br>Assistant Schools Division Superintendent                                  |
| Members                                       | <b>MICHELLE D. CAGUIMBAL</b><br>Administrative Officer V                                                 |
|                                               | <b>JOCELYN I. ACEBUCHE</b><br>Planning Officer                                                           |
|                                               | <b>ROBERTO T. ORIAS, JR</b><br>Senior Education Program Specialist<br>President of the DepEd NEU Chapter |
| Secretariat                                   | <b>EUNICE V. TARINGTING</b><br>Administrative Officer IV/HRM Officer                                     |

They shall have the duties and responsibilities to:

- a. conduct the evaluative assessment and plot the points obtained for each criterion by the applicants using Rubrics in the Comparative Assessment Report. *See attached Template*
  - b. prepare and submit the Comparative Assessment Report of employees to the Schools Division Superintendent for considerate
11. Immediate dissemination and strict compliance with this Memorandum are desired.

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

DepEd Northern Samar

**RELEASED**

By: 

Date: 23 SEP 2026



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

Enclosure 1 . to DM \_\_\_\_\_, s 202! *Comparative Assessment Report (CAR) for Transfer*

**COMPARIVE ASSESSMENT REPORT (CAR)**  
For Transfer of Non-Teaching Personnel

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

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

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

| Name of Teacher  | Position and Salary Grade | Present Station | Transferred Station | Points on Priority Justification of Transfer |    |    |    |    |    |    | Performance Rating | Total Points | Remarks        |
|------------------|---------------------------|-----------------|---------------------|----------------------------------------------|----|----|----|----|----|----|--------------------|--------------|----------------|
|                  |                           |                 |                     | R1                                           | R2 | R3 | R4 | R5 | R6 | R7 |                    |              |                |
| Ex. Joan D. Cruz | ADO2                      | Central I ES    | Central 2 ES        | 10                                           | 10 | 10 | 10 | -  | -  | 10 | 10                 | 60.00        | Nursing Mother |
| 1.               |                           |                 |                     |                                              |    |    |    |    |    |    |                    |              |                |
| 2.               |                           |                 |                     |                                              |    |    |    |    |    |    |                    |              |                |
| 3.               |                           |                 |                     |                                              |    |    |    |    |    |    |                    |              |                |
| 4.               |                           |                 |                     |                                              |    |    |    |    |    |    |                    |              |                |
| 5.               |                           |                 |                     |                                              |    |    |    |    |    |    |                    |              |                |

*\*Should be arranged from highest points to lowest. Use additional sheets if needed.*

Prepared by:

Reviewed and Validated:

**EUNICE V. TARINGTING**  
HRM Officer

**MICHELLE D. CAGUIMBAL**  
Administrative Officer

**ROBERTO T. ORIAS, JR**  
Senior Education Program Specialist  
President, DepEd NEU Chapter

**JOCELYN I. ACEBUCHE**  
Planning Officer III

Recommending Approval:

Approved:

**REY F. BULAWAN, EdD**  
Assistant Schools Division Superintendent

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

Enclosures:

1. Letter Intent of Non-Teaching
2. Pertinent Document R1 to R7
3. IPCRF 2023-2024
4. Minutes of Deliberations



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