



MAR 23 2016


DIVISION MEMORANDUM

No. 149 s, 2016

**REVISED GUIDELINES ON THE TRANSFER OF TEACHERS
FROM ONE STATION TO ANOTHER**

**TO: Division Chiefs/ EPSs/Div. Coordinators/ PSDSs/Districts In-Charge
School Heads, Teachers (Secondary/Elementary)
Others Concerned**

1. Please find attached copy of DepEd Order No, 22, s. 2013 entitled, " Revised Guidelines on the Transfer of Teachers from One Station to Another " as basis for ranking of transfer-applicants.
2. This office is **adopting the conditions stipulated in Item 6 of the said Order assigning a Point System and requiring documentary evidences** to come up with a competitive Rank List to be used in determining the most qualified to be transferred. Attached is the Template on District Ranking of Applicants for Transfer with the Indicator and Numerical Point Schedule as well as the supporting documents needed.
3. This Office is delegating the district offices to undertake the ranking of transfer-applicants with the following composition: For Elem, the Chair is the PSDS with four(4) principals from the elementary schools as members; For Secondary, the chair is the PSDS with four(4) principals from the secondary schools as members.
4. Each district shall come up with **ONLY ONE Rank List for Transfer Applicants (whether applicants are from within or outside the division) provided, they are residents of the barangays within the district.**
5. Each district is directed to disseminate this info to respective areas and conduct competitive ranking in April or May. **Deadline of submission of Rank List for Transfer is the last working day of May 2016.**
6. *Teachers who are hired beginning June 2015 shall be subject to Par. 4.2 of D.O #7, s. 2015 specifying that, " Upon a teacher's appointment, assignment to a station, the acceptance of the position, he or she shall not be transferred to another school until after rendering at least three (3) years of service in that school."*
8. Previous issuances which are inconsistent with these provisions specially those relative to Par. 2,3, 4 and 5 are hereby repealed, rescinded or modified accordingly.
9. For wide and immediate dissemination to all concerned.


RHEA MARA ANGTUD, Ed.D, CESO VI

Schools Division Superintendent



**RANKING OF APPLICANTS FOR TRANSFER FROM ONE STATION TO ANOTHER
SY _____**

District: _____

NAME OF APPLICANT	Present Station (School/District/Division)	School Applied	Specialization (For Secondary)	Latest Performance Rating (should be VS)	PRIORITY AREAS						TOTAL (100pts)	RANK	
					When declared excess (1.5pts)	Length of Service outside home barangay (1.5pts)	Residency (1.5pts)	Joining the Spouse RA4670 (1.5 pts)	Nursing Mother PD 603 (1.5pts)	Lifein danger due to armed conflict hostilities (1.5pts)			Poor Health Condition (10pts)
		E.g School A.											
		1.											
		2.											
		School B											
		1.											
		2.											

(Note: (To be arranged by school applied. If a school has no transfer applicant, indicate "No applicant")

PRIORITY AREA

A. Declared Excess Home barangay/municipality
 B. Length of Service Outside Home barangay/municipality
 C. Residency

D. Joining Spouse RA 4670
 E. Nursing Mother PD 603

F. Danger to Life

G. Poor Health Condition

INDICATORS AND NUMERICAL POINT ASSIGNMENT

Excess = 1.5pts; not excess but school enrolment is still manageable w/o his/her presence=5pts
 More than 5 years = 1.5pts; 4 to 5 years=10pts; 3 years and below =5pts

Resident of Barangay applied for=1.5pts; resident of barangay without school declared as Catchment=10pts; Not resident of a barangay of a school applied for but a resident of the Municipality=5pts

Legal Spouse Only= 1.5pts
 Pregnant or with child 0-9 months=1.5pts; with child 1 year to 2 years=10pts;
 With child 2y.o and 1 month older and beyond=5pts

Due to Armed Conflict=1.5pts; Due to threat wherea teacher is a spouse of member of AFP/PNP=10pts; domestic violence=5pts
 Suffering from degenerative ailments

REQUIRED DOCUMENTS

(Certification from SH)
 (Latest Assignment Order and Cert. of Residency.)

(Cert. of Residency/Home)

(Marriage Contract and Assignment of Spouse)
 (Medical Cert. And/or Birth Cert. of the Child)

(Cert. from Local Chief Exec/AFP Head of Unit)

(CA, Lupus/Kid/LiDisease and the like) = 10pts;
 Chronic diseases, etc. =5pts (Med. Cert)

District Ranking Committee: _____



Republic of the Philippines
Department of Education

26 APR 2013

DepEd ORDER
No. **23**, s. 2013

**GUIDELINES ON THE GRANTING OF REDEPLOYMENT ALLOWANCE TO EXCESS
TEACHERS FROM BOTH ELEMENTARY AND SECONDARY SCHOOLS**

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
All Others Concerned

1. For the information and guidance of all concerned, enclosed are the Guidelines on the Granting of Redeployment Allowance to Excess Teachers from Both Elementary and Secondary Schools. Likewise, the Letter of Agreement Template is enclosed for use in accordance with these guidelines.
2. Immediate dissemination of and strict compliance with this Order is directed.


HR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

References:
DepEd Order: Nos. 3 and 22, s. 2013 and (21, s. 2005)

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

ALLOWANCE
ELEMENTARY EDUCATION
FUNDS
POLICY

SECONDARY EDUCATION
TEACHERS
TRANSFER

R-MCR/Madef/DO Guidelines on the Granting of Redeployment Allowance final version
0183/February 13, 2013/2-15-13/2-19-13/2-26-13/3-5-13/3-26-13/4-22-13

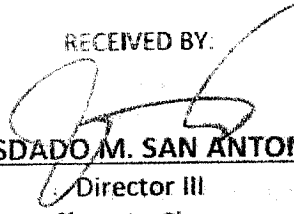
DepED Order No.23 s.2013

April 26, 2013

Guidelines on the Granting of Redeployment Allowance to Excess Teachers from Both
Elementary and Secondary Schools

ACKNOWLEDGMENT RECEIPT

RECEIVED BY:


DIOSDADO M. SAN ANTONIO

Director III
Officer-In-Charge
Office of the Regional Director

Schools Division Superintendent
Division of: _____

District Supervisor
District of: _____

RECEIVED AND DISSEMINATED BY:

School Principal

Name of School

District: _____

Division of: _____

Information and Communication Technology Office

51310

40470

4040

(Enclosure No. 1 to DepEd Order No. 23, s. 2013)

GUIDELINES ON THE GRANTING OF REDEPLOYMENT ALLOWANCE TO EXCESS TEACHERS IN BOTH ELEMENTARY AND SECONDARY SCHOOLS

BACKGROUND

1. To effectively accelerate the effort to close the gaps in basic education inputs particularly relative to teacher items, the Department of Budget and Management (DBM) has approved the creation of 61,510 new teacher items. The DBM has also approved in Fiscal Year (FY) 2013 the funding facility called "Redeployment Allowance" to catalyze the redeployment of excess teachers to schools with shortage. These new positive developments have placed the Department of Education (DepEd) in a better position to improve deployment efficiency.

2. In view of the foregoing circumstances, this Department hereby issues these **Guidelines on the Granting of Redeployment Allowance to Excess Teachers from Both Elementary and Secondary Schools.**

SCOPE

3. The Redeployment Allowance shall only be given to teachers being redeployed from schools with excess teacher items to schools with teacher shortage.

BASIC PRINCIPLES

4. The guidelines on the transfer of teachers from one station to another contained in DepEd Order 22, s. 2013 shall be strictly observed.

5. These guidelines shall be construed consistent with the Administrative Code of 1987 and with Republic Act (RA) No. 4670, otherwise known as *The Magna Carta for Public School Teachers*.

PROCEDURE

6. All schools divisions, through the Division Planning Unit (DPU), shall identify schools with excess teachers using the data from the Enhanced Basic Education Information System (EBEIS) using the color coded spectrum.

7. School Heads (SHs) of the schools identified with excess teacher items shall prepare an inventory of teaching staff specifying the following: name of incumbent, years in service, and current teaching assignment/load. The inventory shall also include the identification of area (grade level or subject) where surplus of teachers exist and the list of teacher incumbents on the surplus list ranked in ascending order (i.e., first being the least senior) based on the year of service in the Department.

8. Any teacher from schools with excess teacher items may express willingness to be redeployed through writing a Letter of Intent (LOI) addressed to their respective schools division/city superintendent (SDS). He/She may include in his/her LOI a list of desired school assignments with corresponding reasons for redeployment.

9. Alternatively, the SDS can identify teachers from the surplus list and may require these excess teachers to be redeployed to schools with shortage. In the event that teachers identified in the surplus list desire not to be redeployed, they shall be given additional assignments such as remedial and summer classes, work related to Alternative Delivery

Modes (ADMs), tasks concerning Alternative Learning Systems (ALS), and/or other assignments that their respective school heads may deem proper.

10 Teachers to be redeployed shall be entitled to receive a one-time redeployment allowance of Eighteen Thousand Pesos (P18,000.00), once the redeployment has been approved. Only teachers who are coming from schools with excess teacher items, and are being redeployed to schools with teacher shortage, shall receive the redeployment allowance.

11 The SDS and the teachers concerned shall execute a sworn Letter of Agreement (LOA) using the enclosed template prior to redeployment and granting of allowance.

12 The SDS through the Division Human Resource and Management Officer (HRMO) shall effect the transfer of records by sending notice to DBM and to the Civil Service Commission (CSC) and other relevant offices regarding the action taken upon the teacher's redeployment.

13 The Budget Division of Central Office shall release the redeployment allowance funds to Divisions upon request based on the number of excess teachers agreed to be redeployed to schools with shortage.

14 The DPU shall ensure that the redeployment of excess teachers in their respective Divisions are properly recorded, inputted, and processed in the EBEIS and its effect on Teacher-Pupil Ratio is analyzed.

15 All SDS shall ensure that for the deployment of new teacher items, schools with high shortage shall be given priority and schools with excess teacher items shall not be given teacher items regardless of circumstance.

SANCTIONS

16 This policy shall be strictly applied pursuant to its intended purpose. Any violation or attempt to abuse or circumvent this policy shall be dealt with accordingly.

17 Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to RA 6713 otherwise known as *The Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

EFFECTIVITY

18 These guidelines shall take effect immediately upon approval for the period pertaining to FY 2013 only.

ACKNOWLEDGEMENT

Republic of the Philippines _____)
City / Municipality of _____) S.S

Before me this ____ day of _____, 2013, personally appeared

Name	Government ID and ID Number	Date and Place Issued
[Name of Teacher]		
[Name of SDS]		

who executed the foregoing Letter of Agreement consisting of two (2) pages signed on all pages, including this page on which this acknowledgement is written, and acknowledged the same to be their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date place first above-written, this ____ day of _____, 2013 at _____, Philippines.

Notary Public

Doc. No. _____

Page No. _____

Book No. _____

Series of 2013

(Enclosure No. 2 to DepEd Order No. 23, s. 2013)

LETTER OF AGREEMENT TEMPLATE

Date:

Dear [teacher's name]:

As part of the efforts of the Department of Education (DepEd) to close the gap on teacher shortages through redeployment of excess teacher items to schools with teacher shortage, you are hereby redeployed from [current school] to [new school assignment].

In view of your redeployment, you will:

1. Be entitled to receive a one-time redeployment allowance of Eighteen Thousand Pesos (P18,000.00)
2. Be responsible for your own personal arrangements pertaining to said redeployment, including but not limited to, transportation to and from the newly designated school; and
3. Perform teaching and teaching-related functions in the new school assignment.

DepEd, through the Schools Division/City Superintendent (SDS) and the Division Human Resource and Management Officer (HRMO), will manage all the necessary internal and organizational arrangements relative to your redeployment.

Thank you.

Very truly yours,

{Signature over printed name of
SDS}

Conforme:

{Signature over printed name of teacher}

Witness:

{Signature over printed name of School Head/Principal}