



February 14, 2018

DIVISION MEMORANDUM

No. 150, s. 2018

ANNOUNCING THE SCREENING OF ADAS 2 (Disbursing Officer) and ADAS 3 (SENIOR BOOKKEEPER) APPLICANTS FOR TRANSFER TO OTHER STATION

**To: EPSs/Div. Coordinators/ PSDSs
School Heads (Elementary/Secondary)
Section Chiefs
All Others Concerned**

1. This Office is inviting interested ADAS 2 (Disbursing Officer) and ADAS 3 (Senior Bookkeeper) applicants for transfer to another station. This Office is adopting the conditions stipulated in Item 6 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 per Division Memorandum No. 156 S. 2016.
2. The attached template which contains the point system and the required documentary evidences will be used in determining the most qualified to be transferred.
3. Interested applicants shall submit the following, **in addition to the required documents** in item 6 of DepEd Order No. 22 s, 2013 (see attachment).
 - a. Transfer application letter
 - b. Photocopy of appointment and assignment order
 - c. RPMS (3 rating period)
4. Interested non-teaching applicants for transfer should have rendered at least one (1) year in the service in the present station, otherwise your application will not be entertained.
5. Deadline for submission of applications with supporting documents will be on March 2, 2018 to the Personnel/HR Section.
6. For immediate and wide dissemination.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent