



April 17, 2018

DIVISION MEMORANDUM

No. 263, s. 2018

**SUBMISSION OF RANKLIST FOR PROMOTION TO T2 AND T3 AND THE RANKLIST FOR
TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER FOR SY 2018-2019**

TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators/ SEPS/ EPS
Public Schools District Supervisors (PSDSs)/District Caretakers/OICs
Heads/Teachers of Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, this office hereby **REMINDS** the schools/districts to submit **on or before MAY 30, 2018** the following ranklists for S.Y. 2018-2019 **c/o ASDS FUTALAN's Office**:
 - A. Transfer of teachers from one station to another
 - B. Ranking for promotion T1 to T2 and T2 to T3
2. The attached Division Memoranda issued in 2016 contain the applicable guidelines in for Promotion and for Transfer of teachers respectively which this Division will still use for SY 2018-2019:
 - A. For **PROMOTION** to T1 to T2 and T2 to T3
DM No. 187, s. 2016 (attached is **D.O. #66, s.2007** entitled: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions)
 - B. For Ranking **TRANSFER** applicants
DM No. 149, s. 2016 (attached is **D.O. #22, s.2013** entitled: Revised Guidelines on the Transfer of Teachers from One Station to Another)
3. Please be guided also with the attached Regional Memorandum No. 141, s. 2011 entitled: Guidelines on the Preparation and Submission of Ranklist.
4. Please Read thoroughly the contents of said Division Memoranda and the attached DepEd Orders as enumerated in paragraph 2 for proper guidance.
5. Immediate and widest dissemination of this Memorandum is desired.

For:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

ESTER A. FUTALAN, Ed. D.
Assistant Schools Division Superintendent
Office In-Charge



February 23, 2011

REGIONAL MEMORANDUM
NO. 147 S. 2011

GUIDELINES ON THE PREPARATION AND SUBMISSION OF RANK LIST

To: Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions
Assistant Schools Division Superintendents
ASDS Designates

1. It has been noted by this Office that there is a delay in filling up vacant positions due to the delay in the preparation of the rank list of applicants.
2. To facilitate the evaluation of the applicants' documents and the prompt preparation of the rank list, the following guidelines are hereby released for the information and guidance of the field:
 - a. Include in the rank list only those candidates or applicants who meet the basic qualification requirements as indicated in the 1995 Qualification Standards (Q.S.) Manual.
 - b. The number of candidates in the rank list must be more than the available positions to be filled up.
 - c. The rank list must indicate the current school year.
 - d. The rank list should be prepared for a school year and will be the basis for promotional appointment within that school year only.
 - e. The life span of the rank list is one school year only, from June 1 of current year and terminates on May 31, the following year.
 - f. The Composition of the Personnel Selection Board or Committee and the evaluation and giving of equivalent points or ratings must be based on the appropriate DepED Orders/Guidelines corresponding to the positions being applied for by the candidates/applicants.
 - g. The rank list should be signed by the Personnel Selection Board/Committee concerned, as stipulated in the appropriate DepED Order, and duly approved and signed by the Schools Division Superintendent.
 - h. A copy of the rank list should be posted on the Bulletin Board of the Division Office, with a copy furnished to the Office of the Regional Director.
3. Immediate dissemination of and compliance with this Memorandum is desired.

RECAREDO G. BORGONIA

Director IV

FEB 23 2011

"Educating for a Strong Republic"



April 18, 2016

DIVISION MEMORANDUM

No. 187 s. 2016

REITERATING STRICT ADHERENCE AND COMPLIANCE TO EXISTING POLICIES ON PROMOTION TO TEACHER 2 and TEACHER 3 POSITIONS and THE PREPARATION OF RANK LISTS FOR SY 2016-2017

To: Chiefs, EPSs, Div. Coordinators, PSDSs/District s In-Charge/Caretakers
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. Reminding the schools and district offices to issue a Memorandum announcing all vacancies (T2 and T3) attaching the pertinent DepEd Order to be posted in at least three (3) conspicuous places in the schools and district offices for at least fifteen (15) days.
2. Attached is DepEd Order #66, s. 2007 entitled "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" to be used in ranking teachers for promotion to Teacher 2 and Teacher 3 positions.
3. For Promotion to T2 and T3, ranking will be done by school/ cluster of schools in case of small schools (for secondary) and by district (for elementary).
4. Pursuant to herein attached Regional Memorandum No.147, s. 2011 entitled " Guidelines on the Preparation and submission of Rank List," the life span of a Rank List is one year only, from June 1 of the current year and terminates on May 31 of the following year." Thus, all schools/districts shall conduct ranking in the school/district in April-May 2016 and to submit to this Office new Rank List for review by the PSB before End of May 31, 2016 for use effective June 2016 to May 31, 2017. Note: ONLY REVIEWED AND APPROVED RANK LIST SHALL BE IMPLEMENTED.
5. Schools/Districts may also submit Rank List for Promotion to T2 and T3 any time of the year , as the need arises, provided that the existing Rank List (for use during the whole school year) has already been exhausted.
6. For strict compliance and immediate dissemination of all concerned.


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



Republic of the Philippines
Department of Education

3914-1
DepED
DEPARTMENT OF EDUCATION

Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLIA LAPUS
Secretary

Encl.: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.
Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation *en banc*.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated credible competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

President of Employees' Union/President of

Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book
(shall be divided by the number of authors)
- Sole authorship of a book

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
 - District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training

e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>• Master's Degree</i>	15	7	10
<i>• Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>• Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	1	2	2
<i>• Division Level</i>	2	4	4
<i>• Regional Level</i>	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	4	8	8
<i>• International Level</i>	5	10	10

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100




MAR 25 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 MARIA 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)	When declared excess (15pts)	Length of Service outside home barangay (15pts)	Residency (15pts)	Joining the Spouse RA4670 (15 pts)	PRIORITY AREAS			TOTAL (100pts)	RANK	
									Nursing Mother PD 603 (15pts)	1. Main due to armed conflict hostilities (15pts)	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
- 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 =15pts; not excess but school enrolment is still manageable w/o his/her presence=5pts
More than 5 years =15pts; 4to 5 years=10pts; 3 years and below =5pts

Resident of Barangay applied for=15pts; 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= 15pts

Pregnant or with child 0-9 months=15pts; with child 1 year to 2 years=10pts;

With child 2y.o and 1 month older and beyond=5pts

Due to Armed Conflict=15pts; 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/ATF Head of Unit)

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

District Ranking Committee:

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>b. Innovations</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>c. Research & Development Projects</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>d. Publication/Authorship</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	<i>4</i>	<i>1</i>	<i>4</i>
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	<i>10</i>	<i>6</i>	<i>7</i>
<i>• Master's Degree</i>	<i>15</i>	<i>7</i>	<i>10</i>
<i>• Complete Academic Requirements for Doctoral Degree</i>	<i>20</i>	<i>9</i>	<i>13</i>
<i>• Doctoral Degree</i>	<i>25</i>	<i>10</i>	<i>15</i>
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	<i>1</i>	<i>2</i>	<i>2</i>
<i>• Division Level</i>	<i>2</i>	<i>4</i>	<i>4</i>
<i>• Regional Level</i>	<i>3</i>	<i>6</i>	<i>6</i>
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	<i>4</i>	<i>8</i>	<i>8</i>
<i>• International Level</i>	<i>5</i>	<i>10</i>	<i>10</i>



Republic of the Philippines
Department of Education

17 APR 2013

DepEd ORDER
No. **22**, s. 2013

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

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

1. The Basic Education Information System (BEIS) Teacher Deployment Analysis for the previous school years consistently reveals imbalances in the deployment of public school teachers. There are still a big number of "cool colored" schools, with pupil/student-teacher ratio of less than 40:1, while at the same time, there remains many "red" and "black" schools. As such, it is imperative to effect transfers of teachers from one station to another in order for the Department of Education (DepEd) to ensure the equity of teacher deployment.

2. In view of the foregoing circumstances, this Department hereby amends DepEd Order No. 21, s. 2005 and issues these **Revised Guidelines on the Transfer of Teachers from One Station to Another**.

3. While efforts shall be exhausted to secure the consent of a teacher to be transferred, there are certain conditions which can validly be considered as "in the exigency of the service" and transfers may be made even without the consent of the teacher. These include the following:

- a. When the pupil/student-teacher ratio of the school is below 35:1 for elementary and 27:1 for secondary level, except when the school is implementing multigrade classes;
- b. When there is a considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, national disasters, resettlement of families, closure of large private firms in the area, and other similar circumstances; or
- c. When the teacher is declared excess by the principal/school head (SH) and his/her expertise/area of specialization is needed in another school/district/division.

4. As such, in the event that teachers are transferred in the exigency of the service, the following may serve as a guide in the decision on whom to transfer:

- a. Teachers who were last to be hired (Last in, First out);
- b. Non-residents of the barangay or municipality where the school is located;
- c. Residents of the barangay or municipality of the proposed recipient school; or
- d. Secondary school teachers teaching subjects other than their areas of specialization.

5. Should teachers identified in Paragraph Nos. 3 and 4 desire not to transfer, 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 other assignments that their respective SHs may deem proper.

6. On the other hand, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers:

- a. When the teacher is declared excess by the SH and/or 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 No. 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 No. 4670);
- e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
- f. The teacher's 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 condition, as evidenced by pertinent medical records to that effect.

7. The Division Planning Unit shall ensure that the transfer of teachers in their respective divisions are properly recorded and processed in the EBEIS, and its effect on pupil/student-teacher ratio is analyzed.

8. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to Republic Act (RA) No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

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

10. These guidelines hereby amend DepEd Order No. 21, s. 2005. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

11. These guidelines shall take effect immediately upon approval.

12. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary