



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of CEBU PROVINCE

DIVISION MEMORANDUM

No. 011, S. 2020

**APPLICATION FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER
FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendents
Education Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned

1. The field is hereby informed that this Office is now accepting application for transfer of **elementary and secondary teachers** from one school to another for School Year 2020-2021.
2. Transferees are advised to send the following documents direct to the different district offices near their residence not later than March 13, 2020:
 - a. Application letter addressed to the Schools Division Superintendent specifying the school being applied for
 - b. Updated Service Record
 - c. Barangay Certification certifying that the applicant is a resident of the barangay (RA 8190, Localization Law)
 - d. Marriage Certificate if the teacher is joining his/ her husband/ wife (RA 4670, Magna Carta for Public School Teachers)
 - e. Birth Certificate if the teacher is a nursing mother up to two (2) years old only of the baby (PD 603, Child and Youth Welfare Code)
 - f. Medical certificate / medical records if the teacher is in poor health condition
3. Applications for transfer received and not considered in the previous ranking process must be included in the new ranklist.
4. An orientation on how to facilitate the ranking of teacher transferees according to priority shall be conducted later following DepEd Order No. 22. S. 2013, "*Revised Guidelines on the Transfer of Teachers from One Station to Another*".
5. Widest dissemination of this Memorandum is desired.


MARILYN S. ANDALES, Ed. D., CESO V
Schools Division Superintendent

