



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

DIVISION MEMORANDUM

No. 119, s. 2020

**ADDENDA TO DIVISION MEMORANDUM NO. 11, S. 2020,
“APPLICATION FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER
FOR SCHOOL YEAR 2020-2021”**

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

1. Hereunder are the additional provisions as regards the transfer of teachers from one station to another for School Year 2020-2021:

a. Internal applicants (applicants within the division) must have at least one complete cycle of the Results-based Performance Management System (RPMS) while external applicants (applicants outside the division) need to comply the 3 year mandatory service as per DepEd Order No. 7, s. 2015, *“Hiring Guidelines for Teacher I Positions for School Year 2015-2016”*, before they can be considered an applicant for transfer

b. Applicants shall identify one (1) main school and two (2) other preferred schools in their application

c. There will be separate rank list for the internal and external applicants for elementary, junior high school, and senior high school.

d. The District Personnel Selection Board shall use the new template provided by the Division Personnel Board in establishing the priority list of applicants for transfer in accordance with DepEd Order No. 22, s. 2013, *“Revised Guidelines on the Transfer of Teachers from One Station to Another”*.

2. Should the applicants be considered for reassignment, the following shall be observed:

a. Elementary and Senior High School internal applicants as well as Junior High School internal applicants applying within their plantilla need to be proposed using the reassignment proposal form for the issuance of the reassignment order by the SDS.

b. Junior High School internal applicants applying to another plantilla need to be proposed using the proposal for teacher items and shall be issued with a new appointment after submitting the necessary documents in a pink folder.

c. External applicants shall be issued a letter of accommodation addressed to the SDS of originating Division. For this purpose the concerned PSDS/School Head shall inform the Division through the HR Office for the preparation of the official communication.

3. Submission of priority lists by district will be on or before April 17, 2020 c/o ASDS Cartesa M. Perico.

4. Previous issuances which are inconsistent with the above provisions are hereby rescinded.

5. Immediate dissemination of and compliance with this Memorandum is desired.


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