



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DEPED RECEIVED

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BY: [Signature]

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ADDENDUM TO DIVISION MEMORANDUM NO. 280, S. 2018 (GUIDELINES ON THE TRANSFER OF TEACHERS)

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Others Concerned

- 1. The Guidelines on the Transfer of Teachers in Division Memorandum No. 280, s. 2018, must include the following steps in item number 6, procedure to be observed for voluntary transfers:

6.3. For intent to transfer within the district, the Public Schools District Supervisor may determine whether or not the applicant may be accommodated through a district's projection of vacancies for the next school year. This should be specified in the Remarks / Recommendation column of the Teacher Transfer Form.

6.4. For intent to transfer to another district, a workshop will be conducted by the OSDS through the ASDS in-charge during the second week of April to be able to decide whether or not the applicants may be accommodated for transfer. It should be understood that a projection of vacancies for the incoming school year has already been prepared by all PSDSs in coordination with the school heads working with them in February.

6.5 For intent to transfer to other divisions, the HRMO shall prepare the endorsement of the application for transfer signed by the Schools Division Superintendent.

6.6 As necessary, the Transfer Forms may have a sub-heading "Transfer Within the District", "Transfer To Another District" or "Transfer To Another Division". For example:

Teacher Transfer Form A: (Voluntary Transfer)

(DISTRICT) TRANSFER REQUEST REPORT (TRANSFER WITHIN THE DISTRICT)

Table with 6 columns: Date of Request, Name of Teacher, Date of Original Appointment, No. of years in last station, Reason for Request to Transfer, Remarks / Recommendation

Prepared by:

PSDS

- 2. For the requirement of the Civil Service Commission on the Result of Ranking of Transfer Applicants, the School Selection Committee of the receiving school is requested to use the following point system given the required supporting documents:



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	SUPPORTING DOCUMENTS	POINTS
a. When teacher is declared excess by SH and/ or his/her expertise area of specialization is needed in another school/district/division	<ul style="list-style-type: none">• Certification signed by the School Head and Public Schools District Supervisor	10 points
b. The teacher has served for more than five (5) years outside his/her home barangay/ municipality	<ul style="list-style-type: none">• Service Record• Certification from the School Head	10 yrs up - 10 pts 5 to 10 yrs - 5 pts
c. The teacher is a bonafide resident of the barangay, municipality, city or province where the school is located (RA 8190, Localization Law), as evidence by the teacher's Voter's ID	<ul style="list-style-type: none">• Teacher's Voter's ID	Resident in the Barangay level - 10 pts Resident of the Municipality - 7 pts Resident in the Province - 5pts
d. The teacher is joining his/her husband/wife in the same school (RA 4670)	<ul style="list-style-type: none">• Marriage Contract• Certificate of Employment of Spouse	10 points
e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code)	<ul style="list-style-type: none">• Birth Certificate of the child	Child 1 year old & below - 10 pts Child 2 years old up - 5 pts
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	<ul style="list-style-type: none">• Police blotter / Brgy. Blotter• Incident Report	10 pts
g. He/She is in poor health condition, evidence by pertinent medical records	<ul style="list-style-type: none">• Medical Certificate signed by a Government Doctor for ailments such as, but not limited to:<ul style="list-style-type: none">*cancer*accident*major Operation*acute arthritis*heart ailment	10 pts
h. IPCRF Rating for the previous school year		4.5 – 5.0 - 30pts 3.5 – 4.4 - 20pts 2.5 – 3.4 - 15 pts Below 2.5 - 10pts

3. For dissemination and compliance.

CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent