

## Republic of the Philippines Department of Education Region XII

## CITY SCHOOLS DIVISION OF TACURONG

City of Tacurong



DIVISION MEMORANDUM

No. <u>105</u>, s. 2018

To: OIC-Assistant Schools Division Superintendent

Chiefs, Curriculum Implementation and School Governance and Operation Divisions

Cluster Heads/Principals/Head Teachers/Teacher In-Charge/Teachers

This Division

From:

LEONARDO M. BALALA, CESE

Schools Division Superintendent

Subject:

Profiling of Teachers for Transfer of Station

Date:

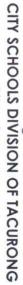
September 4, 2018

- 1. Consistent with the provision of RA 4670 (Magna Carta of Teachers), RA 8190 (Localization Law), DepEd Order No. 22, s. 2013 (Revised Guidelines on the Transfer of Teachers from One Station to Another), and other pertinent laws relative to assignment, reassignment and transfer of Teachers, this Division calls for profiling teachers for data generation in aid for planning and implementation purposes.
- 2. Relative hereto, in the pursuit of employees' efficient and effective rendition of service, all regular teachers who are assigned to schools away from homes and those who would wish to transfer to or closer from their local residences (applicable within Region XII) shall fill out the attached form for perusal and consideration.
- 3. Attached to this memo is a template which shall be accomplished immediately and shall be submitted to the office of the Superintendent on or before September 12, 2018. School administrators shall facilitate the completion and submission of the same.
- Widest dissemination and prompt compliance of this memorandum is enjoined.



NAME OF SCHOOL:

## Department of Education Region XII Republic of the Philippines





City of Tacurong

## PROFILE FOR REASSIGNMENT OR TRANSFER OF TEACHERS

No. Name of Teacher Service Years in No. of **Present School of** Assignment (Within Region XII) Place of Residence Please specify Residence Distance from (Where Intention for Transfer is signified within Region XII) Preferred School/ District/ Division Reason/s for Transfer (e.g.: Urgent or not Remarks/Status Urgent, etc...)

Prepared and submitted by:

School Administrator