



DIVISION MEMORANDUM

No. 105, 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.
4. Widest dissemination and prompt compliance of this memorandum is enjoined.



PROFILE FOR REASSIGNMENT OR TRANSFER OF TEACHERS

NAME OF SCHOOL: _____

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

Prepared and submitted by:

School Administrator