



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY
P2, Calbayog City Division, Calbayog City, Samar

April 29, 2026

DIVISION MEMORANDUM
No. 177, s. 2026

ACCEPTANCE OF APPLICATIONS FOR TRANSFER OF TEACHERS

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department's continuing efforts to ensure equitable distribution of teaching personnel and to address the needs of schools within the Division, this Office hereby announces the **acceptance of applications for transfer of teachers from one station to another within the Division.**
2. All interested qualified teachers who intend to transfer to another school station within this Division may submit their applications to the School Head of the current station on or before **May 8, 2026 until 12:00nn**
3. The acceptance and processing of transfer applications shall be governed by the following:
 - a. **Section 6 of Republic Act No. 4670** (*Magna Carta for Public School Teachers*), which provides that where the exigencies of the service require the transfer of a teacher from one station to another, such transfer may be effected by the **Schools Division Superintendent**, who shall notify the teacher concerned of the transfer and the reason therefor.
 - b. **Department of Education Order No. 22, s. 2013** – *Revised Guidelines on the Transfer of Teachers from One Station to Another*, and **DM-OUHRD-2023-1763**, which prescribes the policies and procedures in the transfer of teachers within and outside the Division, including voluntary and involuntary transfers.
*"Teachers seeking transfer shall be given priority when **they have served for more than five (5) years outside his/her home barangay/municipality.**"*
 - c. **Republic Act No. 8190** (*Localization Law*), which gives priority or preference to bona fide residents of the barangay, municipality, city, or province where the school is located, subject to qualification standards and existing staffing requirements.
 - d. Other justifications.
4. Applications may be considered on the following grounds:
 - **Exigency of the Service**, such as:
 - i. Imbalance in teacher-pupil ratio;
 - ii. Congestion or shortage of teachers in schools;

- iii. Rationalization/redeployment of excess teachers.
- **Humanitarian and Personal Reasons**, such as:
 - iv. Health condition of the teacher or immediate family member;
 - 1. Pertinent documents pertaining to the medical condition
 - v. Security or safety concerns;
 - vi. Joining spouse or immediate family;
 - vii. Nursing mother;
 - viii. Other justifications.
- **Localization**, subject to the provisions of law.

5. Documentary Requirements

Applicants shall submit the following documents to the School Head of the current station:

- Letter of Intent bearing the preferred school to transfer;
 - Endorsement from current School Head;
 - Service Record;
 - Latest Performance Rating (2024-2025 rating period);
 - Brgy. Certification of Residency
 - Justifying documents supporting the request (medical certificate, marriage certificate, etc.), if applicable;
 - Duly **Notarized** Omnibus Certification
6. All applications shall be endorsed by the School Head for evaluation by the concerned Division Office personnel based on merit, necessity, and availability of teaching items/needs of the receiving school.
7. The approval of transfer shall be subject to the authority of the **Schools Division Superintendent**.
8. For information, guidance, and compliance of those concerned.

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MARGARITO A. CADAYONA, JR. PhD, CESO VI
 Schools Division Superintendent
SO # 028 S. 2026

