



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

May 12, 2026

DIVISION MEMORANDUM

No. 194, s. 2026

**ACCEPTANCE OF APPLICATIONS FOR TRANSFER  
OF ELEMENTARY SCHOOL-BASED ADMINISTRATIVE OFFICER II  
(Administrative Officer I)**

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

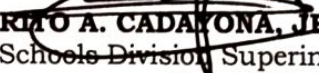
1. In line with the Department's continuing efforts to ensure the efficient and effective delivery of administrative and financial management functions in schools/offices, this Office hereby informs all interested and qualified Administrative Officer II (AO II) that **applications for the transfer of School-based Administrative Officer II (Administrative Officer I) from one station to another within the Division.**
2. All interested qualified School-based Administrative Officer II who intend to transfer to another school station within this Division may submit their applications to the Schools Division Office of the current station or before **May 18, 2026, until 12:00nn only.**
3. The acceptance and processing of transfer applications shall be governed by the following:
  - a. Article IX-B, Section 3 of the 1987 Philippine Constitution, which promotes efficiency, morale, and responsiveness in the civil service;
  - b. Executive Order No. 292 or the Administrative Code of 1987 allowing re-assignment of government personnel in accordance with civil service laws and regulations;
  - c. CSC Memorandum Circular No. 02, s. 2005 (Revised Policies on Reassignment in the Civil Service), which recognizes reassignment as a management prerogative while considering employee welfare, humanitarian grounds, convenience, and efficiency in public service; and
  - d. DepEd recognizes equitable distribution of non-teaching personnel and may allow transfer where the non-teaching personnel:
    - More than **one (1) year** in the present station
    - There is a vacancy in another station
    - the employees' services are needed
    - The transfer will not prejudice office operations.
  - e. Humanitarian Grounds Recognized by CSC and DepEd Practice Transfer to a nearer station may also be justified on:
    - health conditions,
    - financial hardship due to travel expenses,
    - solo parenthood,
    - child care responsibilities,

- safety and transportation difficulties,
- family reunification,
- disaster-affected residence or similar humanitarian reasons.

#### 4. Documentary Requirements

Applicants shall submit the following documents:

- Letter of Intent addressed to the Schools Division Superintendent;
  - 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;
5. All applications shall be evaluated by the Division Office personnel concerned based on merit, necessity, and availability of teaching items/needs of the receiving school.
  6. The approval of transfer shall be subject to the authority of the **Schools Division Superintendent**.
  7. For information, guidance, and compliance of those concerned.

  
**MARGARITO A. CADAFONA, JR. PhD, CESO VI**  
 Schools Division Superintendent

