



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

August 19, 2026

DIVISION MEMORANDUM
No. 374 s. 2026

**CALL FOR SUBMISSION OF ADDITIONAL APPLICATIONS FOR TRANSFER
OF TEACHERS FROM ONE STATION TO ANOTHER**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
District Heads/Public Schools District Supervisors
Elementary and Secondary School Principals
All others concerned

1. Pursuant to DepEd Order No. 22, s. 2013 (Guidelines on the Transfer of Teachers from One Station to Another) and Customized RSP Policy of DepEd Calbayog City Division, this Office hereby informs all interested applicant for transfer from one station to another.
2. Interested and qualified applicants must submit their application documents to the District Offices (Sub-Committees) for the evaluation, verification of documents and assessment of applicants not later than **September 7, 2026**.
3. The following criteria shall be observed in the evaluation of documents for transfer:

REASONS	SUPPORTING DOCUMENTS	POINTS
a. When teacher is declared excess by the SH and/or his/her expertise/areas of specialization is needed another school/district/division	Certification from the Schools Division Office signed by the SDS	10 points
b. The teacher has served for more than five years outside his/her home barangay/municipality	Service record and certification from the School Head	10 yrs. up – 10 pts. 5-10 yrs. – 5 pts.
c. The teacher is Bonafide resident of the barangay, municipality, city, or province where the school is located (R.A. 8190, Localization Law), as evidence by the teacher's Voter's ID	Teacher's Voter's ID	Barangay Level-10 pts. Municipal/City Level – 5 pts.
d. The teacher is joining his/her husband/wife in the same school (R.A. 4670)	Marriage Contract	10 pts.
e. She is nursing mother (PD No. 603, Child and Youth Welfare Code)	Birth Certificate of the child	2yrs & below – 10 pts. 2 yrs & 1 mo. to 3 yrs & 6 mos. – 5 pts.
f. The teacher's life is in danger due to arm conflict, hostilities or other g. similar circumstances in the area where the school is located	Certification by the Department of Interior and Local Government	10 pts.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
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h. He/She is in poor health condition, as evidence by pertinent medical records to that effect	Medical Certificate from the Division Medical Officer for Ailments such as, but not limited to: • Cancer • Accident • Major operation • Acute arthritis • Heart ailment	10 pts.
i. Latest Performance Rating	4.5 – 5.0 = 30 pts. 3.5 – 4.4 = 20 pts. 2.5 – 3.4 = 15 pts. Below 2.5 = 10 pts.	10 pts.
TOTAL		100 Points

Note: Committee members: Chair- District Head
Members: 2 Elementary School Principals
1 Secondary School Principal/Head
Secretariat: 2 AOIIs

4. Applicants including persons with disability (PWD), members of the indigenous communities, and those from any sexual orientation and gender identities (SOGI), are encouraged to apply.

5. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

6. An Open Ranking System shall be adopted to ensure transparency in the process and results. Applicants shall be given an opportunity to ask questions and seek clarifications on the result of their individual assessment and acknowledge receipt of their individual results during the open ranking and shall affix their signature on their Individual Evaluation Sheet.

7. All expenses incurred relative to the conduct of the activity shall be charged against Division/School MOOE subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum is desired.

JOEL A. ZARTIGA, PhD, CESO VI
OIC-Schools Division Superintendent

Reference: Customized RSP Policy of DepEd Calbayog City Division
DepEd Order No. 22, s. 2013

To be indicated in the Perpetual Index under the following subjects:

APPLICATION

TRANSFER

SELECTION



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