



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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April 21, 2021

DIVISION MEMORANDUM  
No. 117, s. 2021

**SUBMISSION OF APPLICATION FOR TRANSFER OF TEACHERS FROM ONE  
STATION TO ANOTHER**

To: OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors/Principals In-Charge  
Elementary School Heads  
Secondary School Heads  
All Others Concerned

1. In preparation of the opening of classes for School Year 2021-2022, this Office calls for the submission of application for transfer from one station to another from April 21 to May 5, 2021.
2. It is stressed that the Office will use the guidelines provided in DepEd Order No. 22, series 2013 (Revised Guidelines on the Transfer of Teachers from One Station to Another).
3. As stipulated in the said guidelines, transfer of teachers from one station to another can be categorized into:
  - a. Teachers who are seeking transfer to another station which is need of additional teachers;
  - b. Teachers to be transferred "in the exigency of the service".
4. For teachers who are seeking for transfer to another station which is in need of additional teachers, the following situations should be given priority:
  - a. When a teacher is declared excess by the school head and his/her expertise/area of specialization is needed in another school/district/division;
  - b. The teacher has served for more than five years outside his/her home barangay/municipality;
  - c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA 8190, Localization Law), as evidenced by the Teacher's Voter's ID);



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