



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

**Office of Schools Division Superintendent**

November 10, 2022

**DIVISION MEMORANDUM**

No. 752 s, 2022

**CONSTITUTION OF DIVISION LOCALIZED COMMITTEE FOR PLACEMENT AND  
TRANSFER OF PERSONNEL FROM ONE STATION TO ANOTHER**

To: Assistant Schools Division Superintendent  
Chief, Functional Divisions  
Heads of Division Offices/Units  
Public Schools District Supervisors  
School Heads  
All Concerned

1. DepEd Order No. 22, s. 2013 or the Revised Guidelines on the Transfer of Teachers for one Station to Another intends to address the imbalance of deployment of teaching personnel vis-à-vis the pupil/student-ratio based on the Basic Education Information System (BEIS), with that of the mandate of Section 6, Article II of Republic Act 4760 or the *Magna Carta for Public School Teachers* which requires consent of the teachers prior to transfer.
2. This office hereby constitutes the following personnel as the Division Localized Committee for Placement and Transfer of Personnel from One Station to Another:

Chairperson: **CRISTA JOY C. ABOGADIE**  
Vice Chairperson: **SYLVIA D. VILLNUEVA**  
Members: **JOCELYN I. ACEBUCHE**  
**ALEX B. REJUSO**  
**NOE M. HERMOSILLA**  
**MICHELLE D. CAGUIMBAL**  
**DEAH A. GAMA, CPA**  
**CARMENCITA L. MARTIRES**

3. The Committee shall be responsible for the following tasks and functions:
  - a. determine the existence of conditions to validly allow transfer of personnel (including non-teaching personnel) from one station to another;



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- a. When the teacher is declared excess by the SH and/or 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 No. 8190, Localization Law), as evidenced by the teacher's Voter's ID;
  - d. The teacher is joining his/her husband/ wife in the same school (RA No. 4670);
  - e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
  - f. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or
  - g. He/ She is in poor health condition, as evidenced by pertinent medical records to that effect.
8. Immediate dissemination and compliance with this Order is desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent 

**RELEASED**

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- b. identify the personnel (including non-teaching personnel) eligible for transfer and concerned stations in need/excess of personnel;
  - c. submit its recommendations to the Office of the Schools Division Superintendent using a matrix of transfer of personnel; and
  - d. ensure that the transfer of personnel is properly recorded and processed in the BEIS, and its effects on pupil/student-teacher ratio are analyzed, per item 7 of D.O. 22, s. 2013;
4. Item 3 of D.O. 22, s. 2013 likewise enumerates the conditions which can validly be considered as “in exigency of the service” and allow the Schools Division Superintendent to order the transfer of a personnel in the division from one station to another without the consent of the teacher. These include but are not limited to the following:
  - a. When the pupil/student-teacher ratio of the school is bellow 35:1 for elementary and 27;1 for secondary level, except when the school is implementing except when the school is implementing multigrade classes;
  - b. When there is a considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, national disasters, resettlement of families, closure of large private firms in the area, and other similar circumstances; or
  - c. When the teacher is declared excess by the principal/ school head (SH) and his/her expertise/ area of specialization is needed in another school/ district/ division.
5. Item 4 of D.O. 22, s. 2013 likewise provides the following guidance on the selection of personnel to be transferred:
  - a. Teachers who were last to be hired (Last in, First out);
  - b. Non-residents of the barangay or municipality where the school is located;
  - c. Residents of the barangay or municipality of the proposed recipient school; or
  - d. Secondary school teachers teaching subjects other than their areas of specialization.
6. Item 5 of the D.O. 22, s. 2013 provides that should teachers identified in Paragraph Nos. 3 and 4 desire not to transfer, they shall he given additional assignments such as remedial and summer classes, work related to Alternative Delivery Modes (ADMs), tasks concerning Alternative Learning Systems (ALS) and other assignments that their respective SHs may deem proper.
7. Item 6 of D.O. 22, likewise, the following situations should be given priority when teachers are seeking transfer to another station which is in need of additional teachers: