



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BATAAN

MAY 18 2023

DIVISION MEMORANDUM
NO. 153, s. 2023

SUBMISSION OF REQUEST FOR TRANSFER OF TEACHERS

To: Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Teaching Personnel
All Others Concerned

1. This Office announces the submission of requests for transfer of teaching personnel until June 23, 2023.
2. These requests shall be consolidated and a division database shall be established and maintained to help this Office prioritize whom to transfer in cases of natural vacancy and/or creation of new positions.
3. In connection thereto, this Office shall continue to be responsible for the analysis of transfer requests, balancing the desire to help teachers to be transferred to schools near their residences while ensuring that the needs of the schools (specialization, student-teacher ratio, etc.) are not overlooked. In addition, the Administrative Office, in collaboration with the Planning Unit shall provide feedback to the requests based on existing guidelines.
4. Attached herewith is the template for the Request for Transfer (Enclosure 1).
5. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

Encl.: As stated
References: DepEd Order No. 22, s. 2013
To be indicated in the Perpetual Index
under the following subjects:

TEACHER TRANSFER



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
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REQUEST FOR TRANSFER

Name:		Station Code:	
DepEd Employee Number:		Present School:	
Position:			
Date of Original Appointment:			
No. of years in the Present School/District Assigned:			
Civil Service Status:			
Requesting Transfer to:			

Reasons:

Date: _____

Noted by: _____

Name and Signature of School Head

Signature of Applicant



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