



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

March 24, 2026

DIVISION MEMORANDUM

No. 146, s. 2026

**ANNOUNCEMENT OF SUBMISSION OF REQUEST FOR TRANSFER OF
TEACHING, NON-TEACHING, AND TEACHING-RELATED PERSONNEL
IN SDO BATAAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
All Others Concerned

1. In line with the continuing efforts of the Department of Education to ensure efficient personnel management and equitable distribution of human resources across schools and offices, this Office hereby **announces the submission of requests for transfer of teaching, non-teaching, and teaching-related personnel** within the Schools Division of Bataan.

2. All interested personnel who intend to request transfer are advised to submit their **formal written request duly endorsed by their respective School Heads or Immediate Supervisors** on or before **March 31, 2026**.

3. Requests submitted beyond the prescribed deadline shall **no longer be entertained**, except for meritorious cases subject to evaluation and approval of this Office.

4. All requests shall be evaluated based on existing policies, staffing needs, and exigencies of the service to ensure that no disruption of classes and office operations will occur.

5. This issuance is guided by the following legal bases:

- **DepEd Order No. 22, s. 2013** – *Revised Guidelines on the Transfer of Teachers from One Station to Another*, which outlines the procedures, criteria, and conditions governing teacher transfers;
- **DepEd Order No. 7, s. 2023** – *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, particularly provisions on personnel movement and deployment;



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- **2025 CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)** – governing policies on personnel actions including reassignment and transfer;
- **CSC Memorandum Circular No. 02, s. 2005 (as amended)** – *Revised Policies on Transfer*, which provides that transfer shall not result in diminution in rank, status, or salary, and must be made in the interest of the service;
- **Republic Act No. 4670 (Magna Carta for Public School Teachers)** – particularly provisions safeguarding teachers' rights in matters of transfer and reassignment;
- Other relevant **DepEd issuances and Civil Service Commission rules and regulations.**

6. School Heads and Office Heads are hereby directed to **ensure proper dissemination** of this Memorandum and assist concerned personnel in the preparation and submission of complete documentary requirements.

7. Immediate dissemination of and strict compliance with this Memorandum is directed.

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent

End: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
REQUEST
TRANSFER APPLICANTS
TEACHING AND NON-TEACHING