



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 084, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent ✓

Subject: Submission of Teachers' Request for Transfer of Station for
SY 2019-2020

Date: April 15, 2019

1. This is to inform the field that a teacher who intends to request for reassignment and/or transfer of station must submit the following documents on or before **April 26, 2019**:
 - i. Letter Request indicating the following details:
 - previous station
 - proposed new station
 - reason for reassignment/transfer
(considered valid as per DepED Order 22, s. 2013)
 - ii. Personal Data Sheet (CS Form 212, Revised 2017)
 - iii. Three (3) Latest Performance Rating (IPCR)
 - iv. Service Record
 - v. Certified copy of the Voter's ID and/or any proof of residency (*applicable only for Requests re Transfer from other Division*)
2. For uniform understanding of terms, let the definition of reassignment and transfer be as follows:
 - i. Reassignment – change of station within the Division
 - ii. Transfer – change of station from one Agency (Division) to another
3. All teachers are advised, however, that per COMELEC Resolution 10429, reassignment/ transfer of employees is prohibited until June 12, 2019. Hence, all no movement of employees will be made until the Election Ban is lifted.
4. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama