



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 10, 2022

REGION MEMORANDUM
AD No. 45, s. 2022

ADDITIONAL INFORMATION ON THE REQUEST FOR TEACHER'S TRANSFER

To: Schools Division Superintendents
All Teaching Personnel Concerned

1. Pursuant to Region Memorandum AD No. 13, s. 2022, entitled Revised Approval Process on Request for Teacher's Transfer and DepEd Order No. 22 series of 2013 re: Revised Guidelines on the Transfer of Teachers from One Station to Another, this Office reiterates the process on request for transfer and provides additional information for **all teaching personnel** in this region.
2. To ensure continuity of learning delivery of education in the new normal and maximize the time on teaching and learning to address the learning loss during the COVID-19 school years, **the request for teacher's transfer in this region is strictly discouraged during school days** to engage time-on-tasks and focus on teaching and learning.
3. **However, request for transfer of teachers shall be facilitated when the criteria and situations stipulated in DepEd Order 22, s 2013 guidelines are stringently observed and shall be done during Summer Break.** Likewise, it shall also comply with all the required supporting documents.
4. To ensure a seamless and efficient transfer, the **Schools Division Superintendent shall approve all requests for transfer from that division to the other divisions within the region.** While request for transfer of teachers from this region to the other regions shall be endorsed by the Director IV of the Office of the Regional Director.
5. The Office of the Schools Division Superintendent shall closely monitor the request for transfer of their respective teaching personnel. And the Division Human Resource Management Officer with Planning Officer shall maintain the data-base of teachers' deployment, movement and transfer.
6. Furthermore, report on the approved transfer shall be submitted to the regional office through the Office of the Regional Director through Google link https://drive.google.com/drive/folders/1PF5c4a7GjeLM2AijA0iq54_qGPZEP-06?usp=sharing, three days after the requesting teacher's assumption to duty in the new assignment.



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7. For the information, guidance and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DepEd Order No. 228, s. 2013 and AD No. 13, s. 2021

To be indicated in the Perpetual Index under the following subjects:

TEACHER

TRANSFER

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