



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

30 Apr 2024

DIVISION MEMORANDUM
OSDS No. **075**, s. 2024

SUBMISSION OF CONSOLIDATED LIST OF TEACHERS WHO SIGNIFIED
FOR TRANSFER OF STATION

To: This Division
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Order No. 22, s. 2013, **Revised Guidelines on the Transfer of Teachers from one Station to Another**, all Public Schools District Supervisors are hereby advised to consolidate the list of teachers who have expressed their intention to transfer to another station.
2. Please ensure that the consolidated list includes details such as Name, Residence, Current School, Length of Service in the Current School, and Desired School to Transfer.
3. This consolidated list should be submitted to the Personnel Section as a reference for transfer requests, in accordance with the guidelines set forth in DepEd Order No. 22, s. 2013.
4. All Public Schools District Supervisors are instructed to complete the Consolidated List of Teachers who have signified their intention to transfer per municipality. The completed templates must be submitted to the Personnel Section in both electronic and printed formats on or before May 10, 2024.
5. Attached herewith is the electronic template of Consolidated List of Teachers who signified for Transfer of Station.
6. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: Consolidated List of Teachers who signified for Transfer of Station

Reference: As stated

To be indicated in the Perpetual Index

under the following subjects:

LBB/DM- submission of consolidated list of teachers who signified for transfer of Station

0000/April 30, 2024



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Enclosure to DM OSDS No. _____ s. 2024

**CONSOLIDATED LIST OF TEACHERS WHO SIGNIFIED FOR
TRANSFER OF STATION**

Municipality:

No.	Name	Residence	Current School	Length of Service in Current School	Desired School	Remarks

Prepared by:

Public Schools District Supervisor



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