



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

04 Apr 2025

DIVISION MEMORANDUM

OSDS No. **051**s. 2025

CONDUCT OF INVENTORY OF TEACHERS DESIRING REASSIGNMENT TO THEIR
LOCALITY

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Field Administrative Officer II
All Others Concerned

1. Pursuant to DepEd Order 22, s. 2013 On the Revised Guidelines on the Transfer of Teachers from One Station to Another, Republic Act 8190 otherwise known as: "An Act Granting Priority to Residents of the Barangay, Municipality or City Where the School is Located, in the Appointment or Assignment of Classroom Public School Teachers, this memorandum is issued to facilitate the process of considering the reassignment of teachers currently assigned to schools outside of their own locality who wish to be reassigned to schools within their preferred area.

2. This initiative aims to address personal and professional circumstances while ensuring the continued delivery of quality education across the Division of South Cotabato.

3. In line with this objective, all School Heads are hereby directed to conduct an inventory of teachers in their respective schools who meet the following criteria:

- a. Those that are currently assigned to a school that is not within their own city/municipality of residence;
- b. Have expressed a desire to be reassigned to a school within their city/municipality of residence or a preferred locality within the Division; and
- c. Meet the eligibility requirements for reassignment as stipulated in existing DepEd policies and guidelines and other legal references, such as DepEd Order 22, S. 2013, RA 8190, RA 4670, PD No. 603) .

4. To facilitate this inventory, School Heads are requested to undertake the following:

- a. Disseminate this Memorandum and ensure that all teachers in your school are informed of this initiative.
- b. Conduct an Internal Survey. Within one week from the date of this memo, the school head shall conduct a survey among teaching personnel to identify those who meet the criteria mentioned above and are interested in being considered for reassignment. This survey should collect the following information for each interested teacher:



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- b.1. Full Name
- b.2. Employee Number
- b.3. Current School Assignment
- b.4. City/Municipality of Residence
- b.5. Preferred City/Municipality or specific school(s) of reassignment (if any)
- b.6. Number of years in current assignment
- b.7. Brief statement of reasons for seeking reassignment

5. School Heads shall submit the Consolidated Survey/Report to the Office of the Schools Division Superintendent through the Personnel Section via this email: **sandyjade.delosreyes@deped.gov.ph on or before the 28th of April 2025.**

6. This report should list all teachers in your school who have expressed their desire for reassignment, along with the information collected in the survey. Please ensure the report is accurately prepared and duly signed by the School Head.

7. Let it be emphasized that this inventory is for planning purposes and to gather necessary information. It does not guarantee immediate reassignment. All reassignment requests will be evaluated based on existing DepEd policies, staffing needs, qualifications of the teachers, and the best interest of the learners. Teachers included in this inventory may be required to submit additional documentation or attend interviews as part of the reassignment process. The information gathered through this inventory will enable the Schools Division Office to have a comprehensive understanding of the reassignment interests of our teaching personnel and to facilitate a more systematic and equitable process for considering such requests, whenever feasible.

8. Immediate dissemination and compliance with this Memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: None

Reference: As stated

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

POLICY EMPLOYEE
SURVEY

LBB/DM- conduct of inventory of teachers desiring reassignment to their locality
0000/April 4, 2025