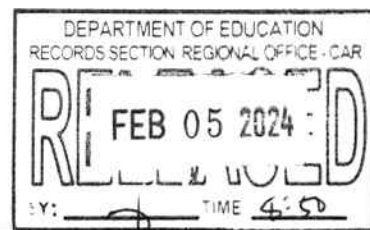




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 31, 2024

REGIONAL MEMORANDUM
NO. 069.2024

To : Schools Division Superintendents
All Others Concerned

**COMPLIANCE WITH THE GUIDELINES ON THE TRANSFER OF TEACHERS
FROM ONE STATION TO ANOTHER**

1. Pursuant to DM-OUHROD-2023-1763 entitled "Reiteration of Guidelines on the Transfer of Teachers from One Station to Another", the following guidelines in processing requests for transfer from one station to another should be observed:
 - a. The teacher who seeks transfer shall send his/her request to the Schools Division Superintendent. The same shall be endorsed by the School Head.
 - b. The Originating SDO shall prepare an endorsement to the Receiving SDO requesting information as to whether the teacher can be accommodated or not.
 - c. The Receiving SDO shall prepare an endorsement to the Originating SDO with the information on the action taken:
 - c.1 When the transfer request is favorably acted, the Originating SDO shall inform the teacher and the School Head concerned of the action with the advise to prepare the necessary transfer documents
 - c.2 When the transfer request is denied, the Originating SDO shall provide the teacher and the school head concerned of the reasons cited in the return endorsement
 - d. Upon compliance with the necessary requirements for transfer, the Originating SDO shall endorse the same to the receiving SDO through the Regional Office.
 - e. The Regional Office shall then proceed with the endorsement of the same to the Regional Office concerned of the Receiving SDO. This is in compliance with the signing authority for transfer.
 - f. The Receiving SDO shall inform the teacher concerned on the actual first day of service.
2. The process flow for the above guidelines is in Annex A of this Memorandum.
3. For information, guidance, and strict compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

ASD/MAB/EAA/mbp



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DEPARTMENT OF EDUCATION- CORDILLERA ADMINISTRATIVE REGION

PROCESS FLOW ON THE PROCESSING OF REQUEST FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER (DM OUHROD 2023-1763)

