



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
Division of Lapu-Lapu City
 Tel Nos: 340-5378/340-7354



December 15, 2016

DIVISION MEMORANDUM
 No. 339 s, 2016

SUBMISSION OF LIST OF TEACHER TRANSFERABLES

To : **OIC-ASDS**
Chiefs (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Administrators
Administrative Officer V

1. This office hereby requests all School Heads thru their respective PSDSs to submit the list of teachers who wish to transfer from Island Schools to Mainland Schools or vice versa on or before the 16th day of December 2016.
2. Submit printed copy of lists by district using the template below:

District _____

School	Name of teachers who wish to be transferred	No. of years/months in the present station	Preferred School to be assigned

3. Supporting documents shall be submitted on December 20, 2016. Please see the attached template for the supporting documents as bases for ranking.
4. For compliance and widest dissemination.

Marilyn S. Andales
MARILYN S. ANDALES, Ed.D., CESO VI
 Schools Division Superintendent

Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
 Division of Lapu-Lapu City

RANKING OF TEACHER APPLICANTS FOR TRANSFER

Category: Please Check		Ranking of Applicants within the District						Ranking of Applicants coming from outside the District								
Name of Applicant	Present Station	School Applying for	Specialization	Position	Performance Rating			TOTAL RATING	Experience (15 pts)	Residency (25 pts)	PD 603 (15pts)	Areas of Priority			Total Points	Rank
					SY 2013	SY 2014	SY 2015					RA 4670 (20pts)	Danger to Life (15)	Health Condition (10pts)		

PRIORITY AREA INDICATOR AND NUMERICAL POINTS ASSIGNMENT

Experience — 3 years =1 Pt+ 1pt. every succeeding year, but not to exceed 15 points for the teaching experience outside his/her home/brgy/municipality
 Residency — Residents of the Brgy (RA 8190) =25 pts, Residents of the Brgy w/o school declared as Cathment/Service Area of the School applying for = 15 pts
 Residents of the Brgy with school and adjacent to the school applying for =10 pts . Residents of the Municipality

RA 4670 — Joining with his/her spouse in the same school applying for = 20 pts

PD603 — Nursing mother 2months to 1 year = 15 pts . 1 year and 1 day to 2 years = 10 pts . 2 years and 1 day to 3 years = 5 pts

Danger to life – Due to armed conflict and hostilities = 15 pts . Due to threat where a teacher is a spouse of a member of AFP or PNP = 10 pts. Bothering / household Violence = 5 pts.

Health Conditions — Suffering from degenerative ailment (CA, Lupos, Kidney/ Liver and other Similar ailments Suffering from chronic diseases (Hypertension, asthma, bronchitis, diabetes), fractures, etc= 5 pts.

DOCUMENTARY/REQUIREMENTS

- Updated Service Record
- COMELEC Voter's ID
- Certification from PSDS
- Certification from CHO
- Certificate from PNP, PD/Cmdr PA
- Certificate from Brgy.
- Certification from Govt . Doctor

Approved by :