



March 2, 2020

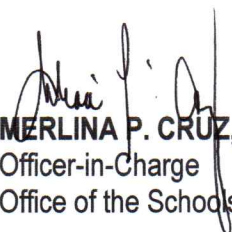
**SCHOOLS DIVISION MEMORANDUM**  
No. 076, s. 2020



To : SDO Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

**SUBMISSION OF REQUESTS FOR TRANSFER**

1. In view of the deployment of teachers for SY 2020-2021, this Office announces the submission of requests for transfer within the schools division until March 16, 2020 at the SDO-Records Section.
2. To be more efficient in the assignment of teachers, requests for transfer within the schools division, after the cut-off date, will resume in January 2021, except for extreme cases or justifiable reasons. However, requests for transfer outside the schools division may be lodged anytime within the school year.
3. All requests for transfer shall be subject to DepEd Order No. 22, s. 2013 entitled "Revised Guidelines on the Transfer of Teachers from One Station to Another" and DepEd Order No. 7, s. 2015 entitled "Hiring Guidelines For Teacher I Positions For School Year (SY) 2015-2016" and DepEd Order No. 22 s. 2015 entitled "Hiring Guidelines for the Remaining Teacher I Positions for School Year (SY) 2015-2016".
4. Immediate dissemination of this Memorandum is enjoined.

  
**MERLINA P. CRUZ, PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

OSDS/mpc/jdsm  
cn 2020-03-135

