April 15, 2024

DIVISION MEMORANDUM
No. 208 s, 2025

SUBMISSION OF APPLICATION FOR TRANSFER FROM ONE STATION TO ANOTHER FOR SY 2025-2026

TO: Clusters In-Charge
School Administrators
Administrative Officers/Assistants
All Others Concerned

1. To promote the welfare of teachers, all concerned are hereby informed of the opportunity to submit applications for transfer between stations within the Schools Division. This initiative aims to relocate teachers closer to their place of residence or within their local community to enhance their efficiency and overall effectiveness in delivering quality education.

2. Applicants seeking to transfer to another station may submit the documents listed below to a maximum of three (3) schools on or before **May 28, 2025.**

   a. Endorsement from the School Head;
   b. Letter of intent indicating the Grade/Year level taught and area of specialization;
   c. Personal Data Sheet (Revised 2017);
   d. Latest Approved Performance Rating;
   e. Marriage Contract (if joining his/her husband/wife in the same school)
   f. Barangay Clearance (for the Localization)
   g. Birth Certificate of the child (if any)
   h. Medical Certificate (if any)
   i. Self-certification attested by the school head that life is at risk (if any)
   j. Certificate of Outstanding accomplishments (if any)

3. Applicants are recommended to seek placement in schools located within their residential or catchment zones.

4. The **School Selection Committee** is instructed to evaluate the applications and facilitate the preparation of the rank list using the attached template. The finalized rank list must be submitted to the Personnel Section through the Records Section of the Schools Division Office on or before **June 2, 2025**. A thorough evaluation of each application is required.

5. Teachers with three (3) or more years of experience are given priority over those with less than three years of experience in the consideration of the transfer.

6. The following criteria are used in the evaluation of the application for transfer of station:

   a. Performance rating (20 pts) = *(IPCRF Rating / 5) x 20*
   b. Teaching experience (10 pts) = *1 point for every year but not to exceed 10 points*
   c. Localization (10 pts) = *10 pts – Barangay; 6 pts – Municipality; 2 pts Province*
   d. Joining Spouse (10 pts)
   e. Nursing mother (10 pts)= *1 mo to 3 yrs old – 10 pts; more than 3 yrs old to 5 yrs old – 6 pts; more than 5 yrs old to 8 yrs old – 2 pts*
   f. Life risk/threat (10 pts)
   g. Health condition (10 pts) = *Severe – 10 pts; Moderate – 6 pts; Mild – 2 pts*
   h. Outstanding accomplishments (20 pts) = *Employee Award – 4; Innovations – 4; Research – 4; Publication/Authorship – 4; Consultant/Resource Speaker – 4*

7. In the event of teachers being transferred due to the exigency of service, the following may serve as a guide in the decision on whom to transfer

   a. Teachers who were last to be hired (last in, first out);
   b. Non-residents of the barangay where the school is located;
   c. Residents of the barangay of the proposed recipient school; or
   d. Secondary school teachers teaching subjects other than their areas of specialization.

8. The comparative assessment results for transfer will be used for SY 2025-2026.

9. Expenses incurred pertinent to the aforementioned activity are chargeable to OSDS/MOOE Funds subject to the usual accounting and auditing roles and regulations.

10. Wide and immediate dissemination of this memorandum is desired.

MANUEL P. ALBAÑO, PhD, CESO V
Schools Division Superintendent

Incl.: As stated
Reference: D.O. 22, s., 2013; DM 498, s. 2019
To be indicated in the perpetual index under the following subjects:

HRM *POLICY* *WELFARE* *TRANSFER*

BAYBAY CITY DIVISION
RELEASED
DATE: APR 16 2025
BY: 8:10
BAYBAY CITY, LEYTE

INDIVIDUAL EVALUATION SHEET
(Transfer)

Name of Applicant: _____ Present School: _____

Grade Level Taught: _____ Address: _____

CRITERIA	Max. No. of Points (%)	Credit Earned Based on Documents	Points Earned
A. PERFORMANCE RATING	**20**		
Latest Performance Rating (Numerical rating divided by 5 then multiplied by 20)			
B. EXPERIENCE	**10**		
1 point for every year but not to exceed 10 pts.			
C. OUTSTANDING ACCOMPLISHMENTS	**20**		
a. Outstanding Employee Award	**4**		
· Awardee in the school	1		
· Nomination in the division/awardee in the district	1.5		
· Nomination in the region/awardee in the division	2		
· Nomination in the department/awardee in the region	3		
· National awardee	4		
b. Innovations	**4**		
· Conceptualized	1		
· Started the implementation	1.5		
· Fully implemented in the school	2		
· Adopted in the district	3		
· Adopted in the division	4		
c. Research & Development Projects	**4**		
· Action Research conducted in the school level	1.5		
· Action Research conducted in the district level	2.5		
· Action Research conducted in the division level	4		
d. Publication/Authorship	**4**		
· Articles published in a journal/newspaper/magazine of wide circulation	1.5		
· Co-authorship of a book (shall be divided by the number of authors)	2.5		
· Sole authorship of the book	4		
e. Consultant/Resource Speaker in Trainings /Seminars/ Workshop/Symposia	**4**		
· District Level	1		
· Division Level	1.5		
· Regional Level	2.5		
· National Level	3		
· International Level	4		
D. LOCALIZATION LAW	**10**		
· Barangay	10		
· Municipality/City	6		
· Province	2		
E. JOINING SPOUSE	**10**		
The teacher is joining his/her husband/wife in the same school			
F. NURSING MOTHER/SINGLE PARENT	**10**		
· 1 mo. to 3 yrs old / Solo parent	10		
· 3 yrs & 1 day to 5 yrs	6		
· 5 yrs & 1 day to 8 yrs	2		
G. LIFE RISK/THREAT	10		
The teachers life is in danger due to armed conflict, hostilities or other similar circumstances in the area where the school is located			
H. HEALTH CONDITION	**10**		
· Severe	10		
· Mild	6		
· Moderate	2		
TOTAL	**100**		

Evaluated by:

School Selection Committee

1. _____
2. _____
3. _____
4. _____

Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
SCHOOLS DIVISION OF BAYBAY CITY
Baybay City, Leyte

RANKLIST FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER
SY 2025 - 2026

Name of School: _____

No.	Name of Applicant	Address	Present School Assignment	Grade Level Taught (Specialization)	Position	Performance Rating	Experience	Outstanding Accomplishments	Localization Law	Joining Spouse	Nursing Mother / Solo Parent	Life Risk/Threat	Health Condition	Total Points
						20	10	20	10	10	10	10	10	(100)
1														
2														
3														
4														
5														

Prepared and approved by: **School Selection Committee**

_____ Member

_____ Member

_____ Member

_____ School Head