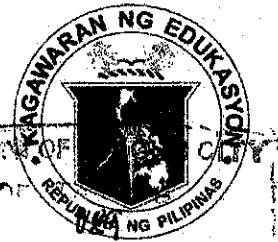


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
NO. 85 s, 2016

TO : Education Program Supervisors
District Coordinating Principals
School Principals/Head Teachers/Cluster Heads
Both Elementary & Secondary

FROM : *for Victoria V. Gazo*
VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent
4-28-16

SUBJECT: SUBMISSION OF LETTER OF INTENT AND OTHER DOCUMENTS OF PUBLIC SCHOOL
TEACHERS REQUESTING FOR TRAFER TO ANOTHER STATION

DATE : April 28, 2016

1. In consonance with the DepED Order No. 22, s. 2013, otherwise known as the "Revised Guidelines on the Transfer of Teachers from One Station to Another, this Division hereby inform the field that public school teachers who desire to transfer to another station are required to submit the following on or before May 3, 2016 :

- 1.1 Letter of Intent (stating among others that she is a nursing mother/wants to join his/her husband/wife in the same school/teacher's life is in danger due to armed conflict/in poor health condition etc.)
- 1.2 Service Records
- 1.3 Certification of the school head as to number years she/he serves in the recent assignment (a minimum of 5 years outside his/her home barangay/municipality)
- 1.4 Certification from the Barangay Chairman that he/she is a bonafide resident of the barangay, municipality, city or province where the school he/she wish to transfer
- 1.5 Photocopy of Voter's I.D.
- 1.6 Photocopies of two previous years Performance Ratings

2. It is expected that a copy of this Memorandum will be posted on the respective School Bulletin Board.

3. For guidance and immediate dissemination of this Memorandum is desired.