



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 313 s. 2024

To: All Schools Division Superintendents
 All Schools Division Office (SDO) Human Resource Management Officers
 All Others Concerned

REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION

1. This is in reference to the attached MEMORANDA DM-OUHROD- 2024-0440 dated March 13, 2024 from Dir. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Reiteration on Existing Rules and Policies on Human Resource Movements and Appointments in the Department of Education.
2. In line with this, it is informed that numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements in exchange for securing permanent positions (*teaching and non-teaching personnel*), and approval of transfer requests in the Department.
3. The Department reiterates the provisions under the Constitution of the Republic of the Philippines emphasizing that, *appointments in the Civil Service shall be made only according to merit and fitness*. This is aligned and in strict adherence with the existing rules and rules under DepEd Order No. 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education*), and DepEd Order 19, s. 2022 (*The Department of Education Merit Selection Plan*) to apprise those concerned individuals that such acts are illegal and violation of the said provisions.
4. Moreover, it is reminded on DepEd Order No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers from One Station to Another*), simplifying the processes of approval of the transfer of teachers from one school to another. As such, **all HR services and requests do not require payment of fees**. Relatively, this Office also reiterates the issued Regional Memorandum No. 1249, s. 2023 (*Reiteration of Guidelines on the Transfer of Teachers from One Station to Another*), on the processing and approval of requests for transfer.
5. For information, guidance and strict compliance.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
 Chief Administrative Officer
 Administrative Division

Encl.: As Stated

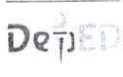
References: As Stated

To be indicated in the Perpetual Index
 Under the following subjects:

APPOINTMENTS	ITEMS	OFFICIALS	PERSONNEL
POSITIONS	TEACHERS	TRANSFER	

AD/PS/hfa/RM_ReiterationonHumanResourceMovementsandAppointment

March 14, 2024

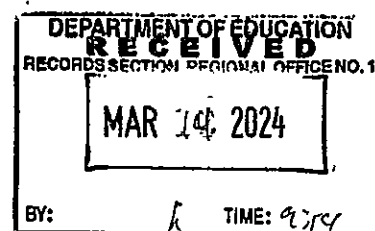




Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0440

TO : Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

FROM : WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development



SUBJECT : REITERATION ON EXISTING RULES AND POLICIES ON HUMAN RESOURCE MOVEMENTS AND APPOINTMENTS IN THE DEPARTMENT OF EDUCATION

DATE : 13 March 2024

The Department of Education (DepEd) has received numerous complaints concerning illegal and unethical practices in the human resource (HR) processes on recruitment and movements, which include the direct or indirect receiving of monetary fees or other valuable things in exchange for securing a permanent position (teaching or non-teaching item), and approval of transfer requests of teachers in the Department.

In this connection, the Department would like to apprise all concerned individuals that such acts are illegal and considered a violation of Section 2 (2), Article IX (B) of the 1987 Constitution of the Republic of the Philippines, which provides that *“appointments in the Civil Service shall be made only according to merit and fitness,”* which the Department is in strict adherence with, as evident in the existing rules and regulations under DepEd Order No. 007, series of 2023, and DepEd Order No. 19, series of 2022.

Furthermore, anchored on DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers From One Station to Another*), the HROD strand released a Memorandum (DM-OUHROD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.



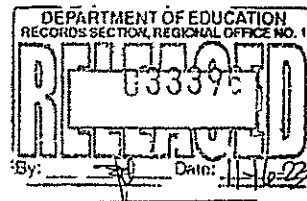
Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2





Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1249 s. 2023

NOV 16 2023

To: All Schools Division Superintendents

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

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2023-1763 dated November 15, 2023 from Dir. Wilfredo E. Cabral, Regional Director, Department of Education (DepEd) National Capital Region/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, and Atty. Revsee A. Escobedo, Undersecretary of Field Operations, DepEd, re: Reiteration of Guidelines on the Transfer of Teachers from One Station to Another.
2. In line with this, it is reiterated the DepEd issuance specifically DepEd Order No. 22, s. 2013 concerning the transfer of teachers from one station to another with the given conditions/situations stipulated therein, priority for transfer.
3. The said memorandum provides guidance to the field officers and officials, including the teachers on the streamlined process of transfer. As such, the steps from the streamlined process shall be strictly followed/observed.
4. For information, guidance and strict compliance.

For the Regional Director:



RHODA T. HAZON
 Director

Encl.: As Stated

References: As Stated

To be indicated in the Perpetual Index
 Under the following subjects:

OFFICERS OFFICIALS TRANSFER

AD/PS/hfa/RM_ReiterationofGuidelinesontheTransferofTeachersFromOneStationtoAnother

November 16, 2023



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I region1@deped.gov.ph www.depedro1.com



Republika ng Pilipinas


Department of Education

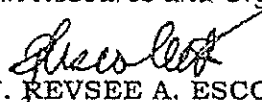
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1743

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT* : Reiteration of Guidelines on the Transfer of Teachers from
One Station to Another

DATE : 15 November 2023

Pursuant to DepEd Order (DO) No. 22, s. 2013 or the *Revised Guidelines on the Transfer of Teachers from One Station to Another*, specifically item no. 6 which allows the transfer of teachers from one station to another, subject to the priority listed below:

- a. When the teacher is declared excess by the School Head (SH) and/or his/her expertise/area of specialization is needed in another school/district/division;
 - b. The teacher has served for more than five years outside his/her home barangay/municipality;
 - c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (Republic Act No. 8190, *Localization Law*), as evidenced by the teacher's Voter's ID;
 - d. The teacher is joining his/her husband/wife in the same school IRA No. 4670, *Magna Carta for Public School Teachers*);
 - e. She is a nursing mother (Presidential Decree No. 603 dated December 10, 1974, *Child and Youth Welfare Code*);
 - f. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or
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- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.

It has been observed that the procedures by which processing, and approval of requests undergo a tedious and very long process and that many of the teachers concerned are not even aware of these processes,

To facilitate the process and approval of transfer of teachers, provisions under DO 22, s. 2013 are hereby reiterated. This Memorandum likewise provides guidance to field offices and officials, including teachers seeking transfer on the streamlined process, emphasizing the spirit and intent of said Order.

In view hereof, the following should be observed:

1. The teacher who seeks transfer shall send his/her request to the Schools Division Superintendent. The same shall be endorsed by the School Head.
2. The Originating-SDO shall prepare an endorsement to the receiving-SDO requesting information as to whether the teacher can be accommodated or not.
3. The Receiving-SDO shall return through an endorsement to the originating-SDO with the information on the action taken:
 - a. *When the transfer request is favorably acted, the originating-SDO shall inform the teacher and the school head concerned of the action, with the advice to prepare the necessary transfer documents.*
 - b. *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.*
4. Upon compliance with the necessary requirements for transfer, the originating-SDO shall endorse the same to the receiving-SDO through the Regional Office.
5. 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.
6. The receiving-SDO shall inform the teacher concerned of the actual first day of service.

The Office of the Undersecretary for Human Resource and Organizational Development through the Bureau of Human Resource and Organizational Development (BHROD) shall continually review the existing DO to make it relevant in the context of enhanced parameters, class organization, and typologies of schools in view of the other reasons for the transfer of teachers.

Immediate dissemination and strict compliance of this Memorandum is desired.

As such, please be reminded that **all HR services and requests do not require payment of fees.**

All concerned individuals are highly encouraged to immediately report any similar incidents and/or violations of said policies to the Bureau of Human Resource and Organizational Development through the email addresses: usec.hrod@deped.gov.ph. and bhrod.od@deped.gov.ph.

For information and strict compliance.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	2 of 2





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Furthermore, anchored on DO No. 22, s. 2013 (*Revised Guidelines on the Transfer of Teachers From One Station to Another*), the HRD strand released a Memorandum (DM-OUHRD-2023-1763) dated 15 November 2023, simplifying the processes of approval of the transfer of teachers from one school to another.

In this connection, the Department would like to apprise all concerned individuals that such acts are illegal and considered a violation of Section 2 (2), Article IX (B) of the 1987 Constitution of the Republic of the Philippines, which provides that "appointments in the Civil Service shall be made only according to merit and fitness," which the Department is in strict adherence with, as evident in the existing rules and regulations under DepEd Order No. 007, series of 2023, and DepEd Order No. 19, series of 2022.

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FROM : WILFREDO E. CABRAL
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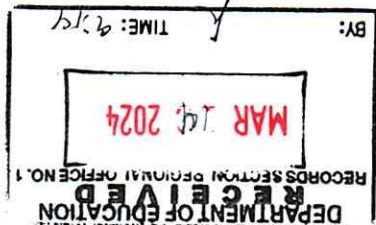
TO : Undersecretaries
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MEMORANDUM
 DM-OUHRD-2024-0440

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Department of Education

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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	2 of 2

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