



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 23, 2026

DIVISION MEMORANDUM


No. 0029, s. 2026

**ACCEPTANCE OF APPLICATION FOR TRANSFER OF TEACHERS
FROM ONE STATION TO ANOTHER FOR S.Y 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Chief Education Supervisor – SGOD
Division Human Resource Merit Promotion and Selection Board
All Others Concerned

1. Pursuant to DepEd Order No. 22, s. 2013, title “Guideline on the Transfer of Teachers from One Station to Another,” this Office announces on the acceptance of application documents for transfer of teachers from one station to another.
2. Qualified teachers who intend to transfer to another station may submit their application documents online through depeddavnor.hrmo@deped.gov.ph in one PDF file (refer to Enclosure No. 2). The deadline for the submission of online application will be on **January 30, 2026**.
3. The point system for the evaluation of documents for transfer and additional pertinent documents is specified in **Enclosure No. 1 and Enclosure No. 2**, accordingly.
4. Applicants who failed to submit documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
5. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (see Enclosure No. 3). Any false and fraudulent documents submitted shall be grounds for disqualification.
1. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.
2. For immediate and wide dissemination.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Point System for the Evaluation of Pertinent Documents

Reason	Supporting Documents	Points
a. When teacher is declared excess by the SH and/or his/her expertise/area of specialization is needed to another school	Certification from the Schools Division Office signed by the SDS	10 points
b. The teacher for more than 3 years outside his/her home barangay/ municipality	Service record and certification from the School Head	More than 8 years – 10 points 3 to 8 years – 5 points
c. The teacher is Bonafede residence of the barangay, municipality, or city where the school is located (R.A 8190, Localization Law)	Voter's ID or Certificate of Residency	Barangay level – 10 points Municipal level – 5 points
d. The teacher is joining his/her husband/ wife in the same school (RA 4670)	Marriage Contract	10 points
e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code)	Birth Certificate of the child	Below 2 years old – 10 points 2 years old to 3 years old & 6 months – 5 points
f. The teacher's life is in danger due to arm conflict, hostilities, or other similar circumstances in the area where the school is located	Certification by the Department of Interior and Local Government	10 points
g. He/she is in poor health condition, as evident by pertinent medical records to that effect	Medical Certificate from the Division Medical Officer for Ailments such as, but not limited to: Cancer Accident Major Operation Acute Arthritis Heart Ailment	10 points
h. Latest Performance Rating	4.5 – 5.0 3.5 – 4.4 2.5 – 3.4 Below 2.5	30 points 20 points 15 points 10 points

Enclosure: As Stated
Personnel: Hiring/ nbi
File Name: ACCEPTANCE OF APPLICATION FOR TRANSFER OF TEACHERS
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Additional Pertinent Documents

• Notarized and Updated Personal Data Sheet
• Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted
• Letter of Intent addressed to the Head of Office
• Indorsement from the School Head
• Indorsement for the Public Schools District Supervisor (indicating if the item will be retained or carries)
• Photocopy of the Appointment

Format for Submission of Pertinent Documents Online

• Email to: depeddavnor.hrmo@deped.gov.ph	
• Subject Tile: Application for Transfer to (Name of School)	
• Documents should only be in One PDF File . File name: Last Name, Given Name_Current School	

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OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of the Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Personal Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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