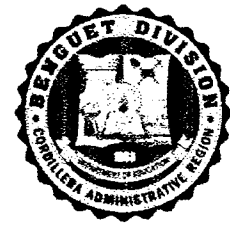




Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Stockfarm, Wangal, La Trinidad, Benguet, 2601  
 Tel/Fax No.: (074) 422-6570




**DIVISION MEMORANDUM**


No. 049, s. 2018

TO: All Public Schools District Supervisors  
 Secondary and Elementary School Heads/TICS

DATE: March 1, 2018

FROM:   
 MARIE CAROLYN B. VERANO, CESO VI  
 Schools Division Superintendent

SUBJECT: REISSUING AND REITERATING THE PRESCRIBED MEMORANDUM OF AGREEMENT ON  
 TRANSFER/SWAPPING OF TEACHER ITEMS

MAR 02 2018  


1. Relative to requests for transfer and/or swapping of teacher items, the Department of Budget and Management (DBM) requires the submission of a Memorandum of Agreement duly executed between the heads of (the) schools affected.
2. To facilitate action, attached is the prescribed format of the Memorandum of Agreement to be accomplished by the School Principal/HT/TIC of the schools concerned which should be NOTARIZED by a Notary Public.
3. The MOA should be submitted together with the basic request for transfer with the following supporting documents, to wit:
  - 3.1. Consent/Intent of the teacher signifying his/her willingness to transfer or to be swapped.
  - 3.2 Enrolment data of both schools. Determine the need and subject/major, in the case of secondary teachers,
  - 3.3. Community Tax Certificate (CEDULA) of the teacher to be transferred/swapped and Certification from the Punong Barangay that the teacher is a bonafide resident of the locality.
  - 3.4. Justification for the transfer/swapping of items
4. In no case should a request be submitted without first satisfying the requirements.
5. Dissemination of and compliance of this Memo is enjoined.

To be indicated in the Perpetual Index under  
 the following subject

TRANSFER                  REQUEST                  DOCUMENTS                  TEACHERS

Refs: CAR R. M. No. 120, s. 2004  
 Div. Memo No. 65, s. 2009  
 Div. Memo No. 105 s, 2014