



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
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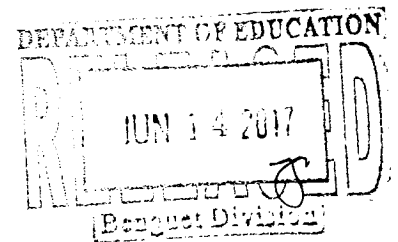
DIVISION MEMORANDUM

No. 1076 2017

TO: ALL Public Schools District Supervisors  
Coordinating Principals  
School Principals, Head Teachers/TICs/OICs  
Elementary/Junior/Senior High Schools

DATE: June 5, 2017

FROM:   
FEDERICO P. MARTIN, Ed. D., CESO VI  
Schools Division Superintendent



SUBJECT: BASIC RULES IN THE TRANSFER OF NEWLY HIRED TEACHERS

1. Several letter-requests have reached this Office and more are being submitted from various teachers specifically to include appointed/hired teachers whether in the Elementary, Junior and Senior High Schools, requesting for transfer to another school of their choice and other varied reasons.
2. While we take cognizance of their reasons and justifications, a “two-way” lane should be observed, in order not to sacrifice and jeopardize the interest of public service.
3. DepEd ORDERS Nos. 7 and 22, s. 2015, dated March 27, 2015 and June 2, 2015, respectively, “Hiring Guidelines For Teacher I Positions Effective School Year (SY) 2015 – 2016”, Item 4.2 state that: **“Upon a teacher’s appointment, assignment to a station, and acceptance of the position, he or she should not be transferred to another school until after rendering at least three (3) years of service in that school”.**
4. Effectively immediately, School Heads/TICs and Public Schools District Supervisors must review and check all requests of this kind in their area of assignment guided by Item No. 3 of this Memo and submit only those found in order, properly endorsed for further study/evaluation.
5. For guidance and compliance.

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

APPOINTMENT

TRANSFER

POLICY