

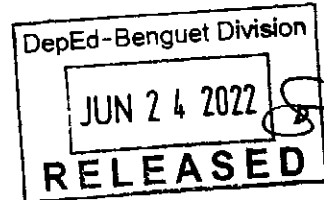


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

**DIVISION MEMORANDUM**

No. 200 s. 2022

To: Chief Education Supervisors  
 Education Program Supervisors/DCPS  
 All Public Schools District Supervisors  
 Secondary and Elementary Schools Heads/TICS  
 All Others Concerned



DATE: June 23, 2022

FROM:  **GLORIA B. BUYA-AO**  
 Schools Division Superintendent

SUBJECT: **REITERATING THE PRESCRIBED MEMORANDUM OF AGREEMENT ON  
 TRANSFER/SWAPPING OF TEACHER ITEMS AND NEEDED DOCUMENTS**

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 schools concerned.
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 bonafide resident of the locality.
  - 3.4. Justification for the transfer/swapping of items.
  - 3.5. Format of MOA can be downloaded at <https://tinyurl.com/transfer-swapping>.
4. In no case should a request be submitted/and processed 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  
 Div. Memo No. 049, s. 2018  
 Enclosure to CAR R.M. No. 120, s. 2004



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# MEMORANDUM OF AGREEMENT

## KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT, made and entered into by and between:

(Name of School Head where the transferring employee is presently assigned)  
of legal age, married, Filipino, with official address at \_\_\_\_\_  
hereinafter referred to as the FIRST PARTY:

and

(Name of School Head where the transferring employee is presently assigned)  
of legal age, married, Filipino, with official address at \_\_\_\_\_  
hereinafter referred to as the SECOND PARTY:

## WITNESSETH:

1. That the FIRST PARTY is the \_\_\_\_\_ of \_\_\_\_\_ while the SECOND PARTY is the \_\_\_\_\_ of \_\_\_\_\_.
2. That the parties are aware of the intention of (name of teacher/position/item number/school) to transfer to (name of school); and name of teacher/position/item number/school to transfer to;
3. That the above-mentioned transfer will best serve the interest of the service while promoting the welfare of the teacher/s concerned. For this reason, the parties hereby interpose/s no objection to the transfer considering the following circumstances:

(Cite reason/justification for transfer, especially with due regard to employee).

4. That the FIRST PARTY now relieves the transferee from his/her obligations in his/her former school and the SECOND PARTY agrees to accommodate the latter.
5. That the SECOND PARTY now relieves the transferee from his/her obligations in his/her former school and the FIRST PARTY agrees to accommodate the latter.

IN WITNESS WHEREOF, the parties have hereunto set their hands to this \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
(Signature over Printed Name of the First Party)

CTC No. \_\_\_\_\_  
Issued on \_\_\_\_\_  
At \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name of the Second Party)

CTC No. \_\_\_\_\_  
Issued on \_\_\_\_\_  
At \_\_\_\_\_

## SIGNED IN THE PRESENCE OF:

1. \_\_\_\_\_

2. \_\_\_\_\_

## APPROVED:

**GLORIA B. BUYA-AO**  
Schools Division Superintendent