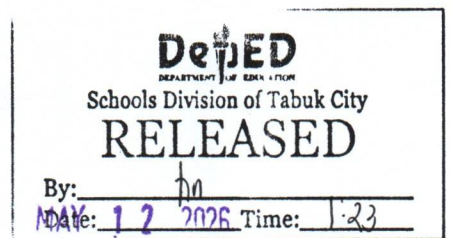




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 204 series 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
School Heads (Elementary & Secondary)
All Others Concerned

DATE: May 4, 2026

SUBJECT: **SUBMISSION OF REQUEST FOR TRANSFER OF STATION
FOR SY 2026-2027**

1. To address teacher shortages and imbalances, support a teacher's professional growth, teacher motivation, and well-being by addressing personal needs like family, health, or long travel, all concerned teachers are hereby informed of the opportunity to submit applications for transfer of station within Schools Division of Tabuk City on or before **May 14, 2026** at the **Division Records Section**.

2. Applicants seeking to transfer to another station must submit a formal written request duly endorsed by the School Head which explicitly include the following with supporting means of verification such as but not limited to *Service Records, Certificate of Residency, Medical Certificate, and others*:

- a. Current Station : *your current school assignment*
- b. Proposed Station: *specific school you are requesting to transfer to*
- c. Tenure: *total number of years/ months served in your current school*
- d. Justification: *detailed explanation of reasons for transfer*
- e. IPCRF Rating: *your IPCRF rating for SY 2025-2026*

3. All applications will undergo screening and assessment by HRMPSB based on DO No. 22, s. 2013, Revised Guidelines on the Transfer of Teachers from One Station to Another and DM-OUHROD-2023 Reiteration of Guidelines on the Transfer of Teachers from One Station to Another on the following criteria:

- a. Teaching Experience
- b. Human Risk Assessment
 - b.1. Nursing Mother
 - b.2. Life in Danger
 - b.3. Health
 - b.4. Marital Status





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- b.5. Residence
 - c. Operational Needs – Ensuring that both the departing and receiving schools maintain adequate teaching support
 - d. Performance & Feedback – Feedback from the current School Head regarding the applicant’s performance, conduct, and the potential impact of their departure will be a weighted factor in the final decision.
3. Immediate dissemination of and compliance to this Memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent

