



Republic of the Philippines  
Department of Education  
Region V  
**DIVISION OF SORSOGON**  
Sorsogon



35965  
2/19

February 18, 2019

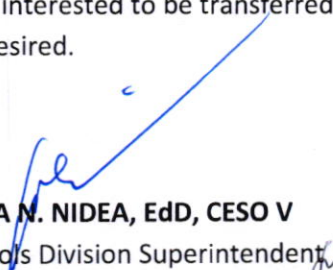
DIVISION MEMORANDUM

No. 43 s. 2019

SUBMISSION OF LETTER OF INTENT TO TRANSFER FROM ONE STATION TO ANOTHER  
FOR SCHOOL YEAR 2019 – 2020

To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/OIC-PSDS  
Heads, Public Elementary and Secondary Schools  
Teachers

1. Pursuant to DepEd Order No. 22, s. 2013 re: "Revised Guidelines on the Transfer of Teachers from one Station to Another" and in order to have a pool of applicants for transfer for SY 2018-2019, all letters of intent to transfer from one school/station to another should be submitted to this Office c/o ASDS Dr. Ma. Jeany T. Postrado on or before April 5, 2019.
2. Aside from valid reasons in seeking for transfer, teachers applying for transfer should indicate the following:
  - A. For Elementary Level:
    - a) Address; b) name of the school where the teacher intends to transfer; c) number of years in service; and d) contact number
  - B. For Secondary Level:
    - a) Major/Area of specialization; b) position title; c) address; d) name of the school where the teacher intends to transfer; e) number of years in service; and f) contact number.
3. This pool of applicants for transfer will be considered in the deployment of teachers in the Elementary and Secondary Levels for School Year 2019 – 2020. Therefore, those whose requests were not yet granted are advised to resubmit their letter of intent if they are still interested to be transferred.
4. Widest and immediate dissemination of this Memorandum is desired.

  
**LOIDA N. NIDEA, EdD, CESO V**  
Schools Division Superintendent

Reference:

DepEd Order No. 22, s. 2013

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

POLICY SCHOOLS TEACHERS TRANSFERS