



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

No. 081, s,2023

To : **Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Teachers**

From : **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent

Subject : **Balik Banwa Program Para sa Maestra/Maestro**

Date : **April 14, 2023**

1. This Office have noted a significant number of teachers requesting for transfer from one municipality to another. While it is ideal that placement of teachers must be based on the Localization, there are times where it cannot be granted due to limited number of teaching items and teacher applicants from the municipality.

2. DepEd Order No. 22,s.2013, Revised Guidelines on the Transfer of Teachers from One Station Another provided for circumstances teachers can be transferred without their consent. Also provided on the same DepEd Order are the situations that should be given priority when teachers are seeking for transfer, to wit:

- a. When the teacher is declared excess by the SH and/or his/her expertise/area of specialization is needed in another school/district/division;
- b. The teacher has served for at least three years outside his/her home barangay/municipality; **(as amended by DepEd Order No. 7,s.2015, Section 4.2 (Hiring Guidelines For Teacher I Positions Effective School Year (SY) 2015-2016)**
- c. The teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190, Localization Law), as evidenced by the teacher's Voter's ID;
- d. The teacher is joining his/her husband/wife in the same school (RA 4670);
- e. She is a nursing mother (PD No. 603, Child and Youth Welfare Code);
- f. The teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or



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CIP 5461/21/05/1163



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- g. He/She is in poor health condition, as evidenced by pertinent medical records to that effect,

3. In an effort to provide additional scheme to facilitate transfer of teachers, **Balik Banwa Program Para sa Maestra/Maestro** will be launched by this Office. The program aims to gather relevant information of teachers assigned in different municipality in relation to their place of residence and eventual transfer of the teacher to the barangay or at least to a nearby barangay/municipality from their place of residence. The program also aims to reduce the cost of transportation of teacher in reporting to their station and improve the delivery of basic education services for our learners. Furthermore, this scheme will also significantly reduce the instances where teachers need to leave their learners to visit the Division Office to request or follow-up their request for transfers. The following information shall be provided by teachers through their respective school heads:

- a. Current place of assignment (School, Barangay, Municipality)
- b. Number of Year in current place of assignment
- c. Permanent residential address (barangay, municipality)
- d. Intent to transfer to particular school (at least 3 schools) – **indicate the particular barangay, municipality where school is located**
- e. Reason for the request for transfer (provide pertinent evidence ex. medical record)

4. Concerned teachers are enjoined to fill-out the attached form to be certified by the school head and submit the same directly to the Office of the Schools Division Superintendent **not later than May 31, 2023**. Teachers with previously submitted request for transfer are also enjoined to accomplish the same form for them to be included in the program.

5. School Heads are hereby enjoined to discuss the content of this memorandum to **all teachers** in a meeting.

6. Immediate and wide dissemination of this memorandum is desired.

7. For information, guidance and compliance.



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BALIK BANWA PROGRAM PARA SA MAESTRA/MAESTRO

Date: _____

Name of Teacher		
Position		
Civil Status		
Number of children (if applicable)		
Present Assignment	School	
	District/ Municipality	
Number of Years in Present School Assignment		
Permanent Residential Address <i>(attach Voters ID or certificate of residency sign by barangay captain)</i>	Barangay	Municipality
Intent to Transfer to	First Priority	
	<i>School</i>	
	<i>Barangay</i>	
	<i>Municipality</i>	
	Second Priority	
	<i>School</i>	
	<i>Barangay</i>	
	<i>Municipality</i>	
	Third Priority	
	<i>School</i>	
<i>Barangay</i>		
<i>Municipality</i>		
Reason/s for transfer		

By accomplishing this form and affixing my signature, I hereby attest to the correctness and accuracy of the data provided. I also signify my intention to be part of Balik Banwa Program Para sa Maestra/Maestro of SDO Sorsogon.

Prepared by:

Certified Correct:

(Signature over printed name)

(Name and Signature of School Head)