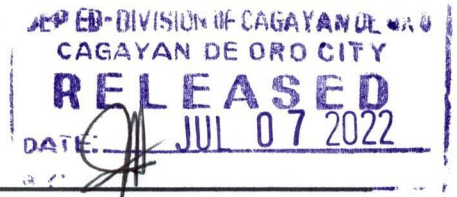




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



July 6, 2022

Division Memorandum  
No. s. 2022

**TEACHER'S REQUEST FOR TRANSFER**

To: Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Public Elementary School Heads  
Public Secondary School Heads  
Elementary and Secondary Teachers  
Public Schools  
This Division

1. The Office has been receiving requests for transfer from other divisions especially during the ranking period of the new teacher applicants.
2. Please be reminded that permanent teachers from other divisions are not governed by DepEd Order No. 7 s. 2015 "*Hiring Guidelines for Teacher I Positions for School Year 2015 – 2016*" and DepEd Order No. 3, s. 2016 "*Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017*" respectively.
3. Relatively, the request for transfer of station is governed by DepEd Order No. 22 s. 2013 "*Revised Guidelines on the Transfer of Teachers From One Station to Another.*"
4. Hence, this Division is creating a link with the corresponding google forms for all transfer requests.
5. The following links can be accessed regarding transfer requests:  
<https://forms.gle/EkA5BqBzgTdqwVzp7> - Elementary  
<https://forms.gle/vPKRY75Tf1TW8ptMA> - Junior High School  
<https://forms.gle/hKtmdXStFQGfZuuS7> - Senior High School
6. All relevant data needed should be filled out in capital letters. The information gathered will serve as basis for the request of transfer.
7. Further, transferees are not required to send a letter since typing their information on the google form is tantamount to a request for transfer.
8. For information and strict compliance.

  
**CHERRY MAE LIMBACO-REYES, Ph.D. CESO V**  
Schools Division Superintendent *Juc.*