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Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 12, 2021

DIVISION MEMORANDUM

No. 221 s. 2021

TRANSFER OF EXCESS TEACHERS IN THE SECONDARY LEVEL

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Planning Officer
AO-IV of Personnel Unit
Heads of Public Secondary Schools and Integrated Schools
All Others Concerned

1. The Basic Education Information System (BEIS) Teacher Deployment analysis in the secondary level made by the Planning Office revealed the great number of teacher shortage because of the increase in enrolment this school year 2021-2022.
2. To ensure the equity of teacher deployment, this Office will effect the transfer of excess teachers to schools with teacher shortage. The analysis and recommendations made by secondary school heads per EDDIS as outputs during the meeting conducted last October 11, 2021 will be implemented effective October 19, 2021.
3. School Heads are instructed to discuss with the Teachers the policy on transfer of teachers stipulated in DepEd Order 22 s. 2013 titled "Revised Guidelines on the Transfer of Teachers from One Station to Another" which was explained during the meeting.
4. To determine the teachers who will be transferred in the exigency of the service, the following shall serve as the guide in the decision on whom to transfer.
 - 4.1 Teachers who were last to be hired (Last In, First Out)
 - 4.2 Non-residents of the barangay or municipality where the school is located
 - 4.3 Residents of the barangay or municipality of the proposed recipient school
 - 4.4 Teachers teaching subjects other than their specialization
5. School Heads are directed to reorganize the classes to effect the transfer of excess Teachers to be assisted by the Education Program Supervisors in-charge of the schools. They are required to submit to this Office the list of Teachers to be transferred with the teachers' letters of conformity to the transfer on or before October 15, 2021. The recommendation should be based on the submitted analysis on teacher deployment per EDDIS.



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6. The School Form 7 – Inventory of School Personnel shall be submitted to this Office on or before October 25, 2021, attention: EPS-in-charge, for checking. School Heads are reminded to adhere to policies on the assignment of teaching loads and other designations of Teachers. All Teachers should be given full teaching loads before given other designations.
7. Immediate and wide dissemination of and strict adherence to this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent 

