



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

05 May 2026

SCHOOLS DIVISION MEMORANDUM

No. 146 s. 2026

**SUBMISSION OF REQUESTS FOR TRANSFER OF SENIOR HIGH SCHOOL
TEACHERS FROM ONE STATION TO ANOTHER**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Schoolheads, Public Senior High Schools
All Others Concerned

1. In preparation for School Year 2026–2027 and in support of rationalized teacher deployment within the Schools Division of Science City of Muñoz, this Division issues this Memorandum to all public Senior High School teachers who intend to seek transfer to another Senior High School within the Division.
2. All interested teachers shall submit a written request for transfer addressed to the Schools Division Superintendent, coursed through the School Head, and attention to the Human Resource Management Officer (HRMO), not later than 08 May 2026. Requests submitted beyond the prescribed deadline shall no longer be considered in the initial deployment planning for School Year 2026–2027.
3. All transfer requests shall be evaluated subject to the needs of the school, availability of teaching items, field of specialization, and other pertinent considerations, consistent with DepEd Order No. 22, s. 2013 (Revised Guidelines on the Transfer of Teachers from One Station to Another), and other relevant issuances.
4. Attached as Annex A is the checklist of required documentary attachments to the request for transfer. Only requests with complete documents shall be processed.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendents

Encl: as stated
To be indicated in the Perpetual Index
Under the following subjects:

TRANSFER STATION

WWP/ Request for Transfer
005/May 5 2026



Address: Brgy. Rizal, Science City of Muñoz, 3119

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ANNEX A

Checklist of Documentary Requirements for Transfer Request

- Letter-request for transfer duly signed by the teacher and noted by the School Head
- Endorsement from the School Head
- Service Record (certified true copy)
- Medical Certificate (if applicable)
- Proof of residency or other supporting documents, if applicable