



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 15, 2024

DIVISIONAL MEMORANDUM

No. *024* , s. 2024

**SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR TRANSFER
SCHOOL YEAR 2024-2025**


To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

1. This Office informs all applicants for transfer from other Division Offices that the submission of pertinent documents will be on or before February 2, 2024, addressed to **NIMFA R. LAGO, PhD, CESO VI, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT, OFFICER-IN-CHARGE, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT, DEPED, SCHOOLS DIVISION OF OZAMIZ CITY**, with the following documents:

- Endorsement of the Schools Division Superintendent from the originating division
- Endorsement from the School Head of his/her present station
- Letter of intent stating the reason/purpose
- Personal Data Sheet (Revised 2017)
- Performance Rating for the last three years
- Service Record
- Authenticated copy of Transcript of Records and Diploma
- Authenticated copy of PRC License/ID
- Authenticated copy of PRC Board Rating
- Photocopy of Latest Appointment
- Certificate of no pending administrative case
- Certificate of Trainings attended for the last five years

2. DepEd Order No. 22, s. 2014, otherwise known as the "Revised Guidelines on the Transfer of Teachers from One Station to Another" shall be strictly followed. The Division Human Resource Merit Promotion and Selection Board will review and deliberate the documents submitted. A shortlist of teacher-transferee will be posted thereafter.

3. For information and guidance.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent *M*



Address: IBJT Compound, Carangan, Ozamiz City
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References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DIVISION OFFICE TEACHER-APPLICANT RECRUITMENT SELECTION

AJS/DM – Submission of pertinent documents of applicants for transfer SY 2024-2025
/January 15, 2024



Address: IBJT Compound, Carangan, Ozamiz City
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PANDONG
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