

Republic of the Philippine

### Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

June 3, 2021

DIVISION MEMORANDUM No. 189\_s, 2021

## PROCESS FLOW FOR TRANSFER REQUEST OF TEACHERS FROM ONE STATION TO ANOTHER

To: Elementary and Secondary School Heads
Public School District Supervisors
All Public School Teachers
All Others Concerned

 To systematize the process of application for transfer of teachers from one station to another and the actions to be done upon receiving the request, the following procedure is hereby followed:

#### INTERFACE PROCESS FLOW RESPONSIBLE PERSON Start School Head & Public Letter request for transfer of teacher with the Teacher Schools District Supervisors indorsement of the School Head & Public (PSDS) Schools District Supervisors (PSDS) Request received at the Records Section Records Personnel School Head Assistant Schools Division Records Section routes to the office of the Superintendent (ASDS) Assistant Schools Division Superintendent Records Personnel Secretary (ASDS) for input in the database Human Resource Request will be forwarded to Human Resource Assistant Schools Division Management Officer (HRMO) Management Officer (HRMO) Superintendent (ASDS) Secretary Human Resource Management Officer (HRMO) Human Resource will analyze using the Teacher Deployment Management Officer (HRMO) Analysis provided by the Planning Office Draft indorsement letter informing the applicant Human Resource of the result of his/her request. If transfer Management Officer (HRMO) request is approved, HRMO notifies the Planning Office for database update.



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2. Immediate dissemination and compliance of this memorandum is desired.

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OSDS/admin/jbp



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