



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

December 26, 2019

DIVISION MEMORANDUM
No. 419, s. 2019

REQUEST FOR REASSIGNMENT

TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division



1. Our Schools Division Office (SDO) is indeed committed to effectively and efficiently implement the Department of Education's (DepEd) mandate evidenced by DepEd Order No. 22, 2013 entitled Revised Guidelines on the Transfer of Teachers From One Station to Another to ensure equity of teacher deployment.
2. Specifically, for concrete basis of sound judgement by the approving authority for the grant of approval when an SDO human resource is seeking reassignment to another station which is also in need of additional human resource, hereunder are the situations that shall be given priority, to wit:

GENERAL	SPECIFIC	OTHERS
Family Concern		
Financial Capacity		
Health Status	In poor health condition, as evidenced by pertinent medical records to that effect.	
Hostile Environment	Life is in danger due to hostilities or other similar circumstances in the area where the school is located	
Husband and Wife Privilege (RA 4670)	Joining his / her husband/wife in the same school	
Learner-Teacher Ratio	Declared excess by the SH Expertise / area of specialization is need in another school	
Localization (RA 8190)	Bona fide resident of the barangay, municipality, city where the school is located	

KLG/fcc

12/26/19



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
 www.depedsurigaocitysdo@deped.gov.ph

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GENERAL	SPECIFIC	OTHERS
Nursing Mother (PD 603)	Having a breastfeeding child.	
Personal Concern		
Professional Growth	Having a duly approved study leave.	
Security	Life is in danger due to armed conflict, hostilities or other similar circumstances in the area where the school is located	
Solo Parent Welfare Act 2000 (RA 8972)	Stand-alone solo parent in his / her family	
Tenure	Length of stay in the area where the school is located is three (3) years and beyond.	

3. To those interested human resource, kindly fill out the online **Request for Reassignment Form (RrRF)** using your respective official **DepEd e-mail address** and access this link <http://depd.in/REQUESTREASSIGNMENT>. The content of the said RrRF is herein attached labeled as **Annex A** for your proper reference.
4. For inquiries, all concerned may coordinate with the following Personnel Section human resource:
 - 4.1 Farrah C. Coniate - Human Resource Management Officer (0917) 798-3544;
 - 4.2 Mary Rose R. Raganas - Personnel Section Staff (0909) 907-1586;
 - 4.3 Trisha Jade T. Billedo - Personnel Section Staff (0967) 665-8010.
5. Immediate dissemination of this Memorandum is directed.


KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Enclosure/s: 1 (as stated)
Reference/s : DepEd Order No. 22, 2013

To be indicated in the Perpetual Index under the following subjects:

**HUMAN RESOURCE MANAGEMENT
EMPLOYEE DATABASE**

**HUMAN CAPITAL MANAGEMENT
REASSIGNMENT REQUEST**

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DEPARTMENT OF EDUCATION
Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY
Roxas St, C/ Diaz-MCES Compound, Brgy. Washington Surigao City
Tel/fax: (086) 826-5073; Tel Nos. (086) 826-8931, 826-1268



ANNEX A

REQUEST FOR REASSIGNMENT

(as of January 2, 2020)

NAME	CURRENT ASSIGNMENT		PREFERRED SCHOOL / OFFICE			REASON OF REQUEST		
	SCHOOL / OFFICE	DATE	NO. OF MONTHS	Priority 1	Priority 2	Priority 3	GENERAL	SPECIFIC
Farrah C. Windsor	Office of the Schools Division Superintendent	2019-01-23	11	San Isidro ES	Vicente Cabilao Memorial ES	Mariano Espina Memorial Central ES	Localization (RA 8190)	Bona fide resident of the barangay, municipality, city where the school is located

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