

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	Life is in danger due to hostilities or other	
Environment	similar circumstances in the area where the	
	school is located	
Husband and		
Wife Privilege	school	
(RA 4670)		
Learner-Teacher	Declared excess by the SH	
Ratio		
	Expertise / area of specialization is need in	
t .	another school	
Localization	Bona fide resident of the barangay, municipality,	
(RA 8190)	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

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GENERAL		SPECIFIC	OTHERS
Nursing Mo (PD 603)	other	Having a breastfeeding child.	
Personal Cond	cern		
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 Pa Welfare Act 2 (RA 8972)	rent 2000	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 (RfRF) using your respective official DepEd e-mail address and access this link http://deped.in/REQUESTREASSIGNMENT. The content of the said RfRF 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:

4.1Farrah C. Coniate - Human Resource Management Officer

(0917) 798-3544;

4.2Mary Rose R. Raganas - Personnel Section Staff

(0909) 907-1586;

4.3Trisha Jade T. Billedo - Personnel Section Staff

(0967) 665-8010.

5. Immediate dissemination of this Memorandum is directed.

KAREN L. GALANDA, PhD, CESO VI Schools Division Superintendent 30

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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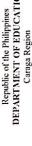
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OF SURTOR

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Republic of the Philippines DEPARTMENT OF EDUCATION Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY Roxas St, CV Diez MCES Compound, Brgy, Washington Surigao City Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268

REQUEST FOR REASSIGNMENT

(as of January 2, 2020)

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