

Template and Guide for the Citizen's Charter

11. Processing of Teachers' Request for Transfer within the Schools Division and from Other Schools Division

This service involves the processing of all requests for transfer within the Schools Division and from other Schools Division.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	SDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Letter request		SDO Personnel		
2. Original Indorsement from school head		School Assigned		
3. Original Request for transfer assignment form/slip		Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Records Section	1.1 Receiving of documents and verifying the completeness of the documents	None	1 hour	Records Section
	1.2 Forwarding to Personnel Section	None	1 hour	Records Section
	1.3 Checking and verification for approval of the request for transfer	None	1 day	Personnel Section
	1.4 Preparation of endorsement	None	1 hour	Personnel Section
	1.5 Checking of endorsement	None	4 hours	Personnel Section
	1.6 Signing the endorsement	None	1 day	Schools Division Superintendent

	1.7 Release of endorsement to the Records Section		1 hour	
	TOTAL:	NONE	3 days	