

12. Processing of Teacher's Request for Transfer to Other Schools Division

This service is applicable to all DepEd employees who seek transfer of station outside the Schools Division.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original and photocopy)		Records Section		
<i>Additional requirement:</i> Indorsement from the School Head or immediate supervisor (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1. Receive the document	None	1 hour	Records Section
	1.2. Forward the document to Personnel Section	None	1 hour	Records Section
	1.3 Prepare necessary indorsement	None	1 day	Personnel Section
	1.4 Review the documents presented	None	1 hour	Personnel Section
	1.5 Recommend the indorsement	None	4 hours	AO V
	1.6 Approved the indorsement for transfer	None	1 day	SDS
	1.7 Release the documents to Records Section to forward in the Regional Office	None	1 hour	Personnel Section
TOTAL:		None	3 days	