



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

07- 2024 - 07 - 274
DEPED MALAYBALAY CITY DIVISION
RELEASE
R 05 JUL 2024 D
Date: _____
By: _____

July 4, 2024

DIVISION MEMORANDUM

No. 274, s. 2024

**ANNOUNCEMENT ON THE SUBMISSION OF TEACHER APPLICATION
FOR TRANSFER OF STATION IN THIS DIVISION**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office calls the submission of Applications for TRANSFER of work station in this Division. Letter of intent shall indicate three (3) preferred schools wished to be transferred at.

2. Applicants shall input their personal and other pertinent information in the link provided below before submitting their pertinent documents in hard copy at the records unit not later that July 10, 2024 at 5:00 PM.

LINK: <http://bit.ly/TransferTeacherI>

3. The core behavioral competencies and skills that all employees in the Department are expected to possess are the following:

Core Behavioral Competencies: Self-Management, Professionalism and Ethics, Results Focus, Teamwork, Service Orientation and Innovation,
Core Skills: Oral Communication, Written Communication and Computer/ICT Skills

4. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. This Office directs the immediate dissemination and strict compliance of this Memorandum.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



Checklist of Requirements			
	To be marked checked by the Applicant	To be marked checked by the HRMO	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished PDS (CSC Form 212, Revised 2017) with recent 2x2 picture, with Work Experience Sheet;			
c. Photocopy of Certificate of Eligibility / Rating / License/ID;			
d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;			
e. Photocopy of Updated Service Record or Certificate of Employment, if applicable;			
f. Performance Ratings covering for one (1) year performance, if applicable;			
g. Certificates of trainings attended not credited during the last promotion;			
i. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;			
Omnibus certification as to authenticity and veracity of all documents submitted			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copy thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath