



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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March 17, 2023

**DIVISION MEMORANDUM**

No. 133, s. 2023

**SIGNING AUTHORITIES ON THE TRANSFER OF TEACHING, RELATED-TEACHING AND NON-TEACHING PERSONNEL FROM ONE STATION OR OFFICE TO ANOTHER WITHIN OR OUTSIDE DEPED REGION VI PURSUANT TO DEPED ORDER NO.1 SERIES OF 2023**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is **Regional Memorandum No. 191, s. 2023** titled “**Signing Authorities on the Transfer of Teaching, Related-Teaching and Non-Teaching Personnel from one Station or Office to another within or Outside DepEd Region VI Pursuant to DepEd Order No.1 series of 2023**”.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

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**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: As stated

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

EMPLOYEES

POLICY

TEACHERS

TRANSFER



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 191 s. 2023

MAR 16 2023

**SIGNING AUTHORITIES ON THE TRANSFER OF TEACHING, RELATED-TEACHING AND NON-TEACHING PERSONNEL FROM ONE STATION OR OFFICE TO ANOTHER WITHIN OR OUTSIDE DEPED REGION VI PURSUANT TO DEPED ORDER NO. 1 SERIES OF 2023**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. This is to reiterate DepEd Order No. 1 series of 2023 particularly on the revised signing authorities on the transfer of teaching, related-teaching and non-teaching personnel from one Station or Office to another within or outside DepEd Region VI.
2. In line with MATATAG Agenda of DepEd and Ease of Doing Business of Anti Red Tape Act (ARTA), this Office simplifies the steps, adopts digitization and streamlined processes of transfer of personnel to eliminate redundancies on correspondence and maximize utilization of human resources.
3. Transfer of Teaching Personnel from one station to another shall be based on the guidelines provided under D.O. No. 021 series of 2005 as amended by D.O. 022 series of 2013 while non-teaching personnel shall be based on Civil Service Commission (CSC) Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) and other applicable guidelines of the CSC.
4. All requests for transfer of personnel from one Schools Division Office (SDO) or Station to another may be done digitally by sending the correspondence through DepEd Official Email between SDOs with supporting documents in Portable Data File (PDF) format and shall be approved by the Schools Division Superintendent (SDS) of the originating SDO and SDS of the receiving SDO. Approval of the Regional Director is not necessary unless the Originating or Receiving Office of the request for transfer is the Regional Office VI Proper or outside of DepEd Regional Office VI.
5. Upon approval of the request for transfer, the originating Office shall submit to the receiving Office the original copies of the required documents to support the processing of appointment for transfer including Certifications and Clearances issued by DepEd Regional Office VI Proper such as **Certificate of Last Payment (RPSU Paid), Legal Clearance and Provident Loan Certification**. It is the responsibility of the receiving Office to validate and ensure completeness of the documents received from the originating Office.
6. It is advised that the personnel applying for transfer may process first at DepEd Regional Office VI Proper the request for clearances stated above especially those who availed of Provident Loan and with pending administrative case.





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7. In case the salary of personnel with approved transfer is being or to be paid by RPSU, the concerned Originating and Receiving SDOs shall prepare the request for Exclusion and Integration in the payroll forms, respectively, with appropriate supporting documents pursuant to the existing guidelines to be indorsed to DepEd Regional Office VI Proper for appropriate action.

8. Details of the signing authorities for transfer of personnel at the Schools Division Office (SDO) and DepEd Regional Office Proper (ROP) within and outside of DepEd Region VI are as follows, viz:

**a. Regional Office VI Proper**

Position	Between RO VI Proper and SDO within DepEd Region VI/ Other Agency		Between RO VI Proper and Office Outside of DepEd Region VI (SDO, RO & CO)	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Chief	ARD	RD	RD	Undersecretary for Operations (CO)/ Undersecretary for HROD(CO)
Below Division Chief	Division Chief and ARD	RD	RD	

**b. Schools Division Office**

Position	Between SDO and Another SDO within DepEd Region VI		Between SDO and RO VI Proper/Office Outside of DepEd Region VI (SDO, RO & CO) / Another Agency	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Chief	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary for HROD(CO)
Below Division Chief	Division Chief and ASDS	SDS	SDS	
School Head	ASDS	SDS	SDS	
Teaching and Non-Teaching personnel	School Head and ASDS	SDS	SDS	

9. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
 Regional Director

Incl.: As stated  
 Reference: As stated

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

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