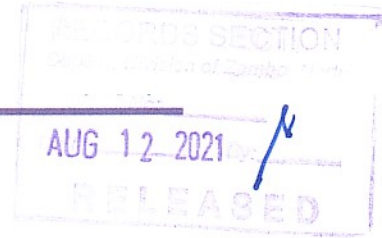




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



DIVISION MEMORANDUM
No. **393**s. 2021

**TO : Assistant Schools Division Superintendents
Chiefs- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/PICDs
Public Elementary and Secondary School Heads/Cluster Heads/Principals**

FROM : DR. MA. LIZA R. TABILON, CESO V
Schools Division Superintendent

**SUBJECT: TRANSFER/REASSIGNMENTS OF PUBLIC SCHOOLS DISTRICT
SUPERVISORS AND ELEMENTARY & SECONDARY SCHOOL
HEADS/PRINCIPALS**

DATE : August 11, 2021

1. Pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act 9155, otherwise known as Governance of Basic Education Act of 2001, there shall be a school head for all public elementary and secondary schools or a cluster thereof. A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. Per DECS Order No. 7, s. 1999, paragraph 1.2, selection and appointment of District Supervisors and Principals (elementary and secondary) shall be the responsibility of the Schools Division Superintendent. Appointments of the same shall be division-specific and not school-specific. This means that they may be transferred to any district or school within the division when the need arises.
2. Along this vein, in the exigency of the service and in view of the vacancies brought about by the retirement of some Public Schools District Supervisors and School Administrators, this Office announces the reshuffling, transfer/ movements or reassignments of Public Schools District Supervisors, and School Heads, effective immediately.
3. This is in line with DepEd's mandate to promote efficient and effective services and the mantra of the Schools Division of Zamboanga del Norte, "NORTE – Navigating Opportunities to Reengineer for Transformation and Empowerment". It provides School Heads/Administrators the opportunity to share their expertise to other schools/districts. It is also a way of sharing management skills and applying good practices when one is exposed to different areas of the field such as:

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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- improvement of the school academic performance;
- improvement of the physical condition of the school;
- development of better relationships with the community.

4. For applicants who are seeking for transfer to another station/schools-district, the following situations should be given priority:

- a. The applicant has served for more than five years outside his/her home barangay, municipality, and/or legislative district and whose age is 60 years old or more;
- b. The applicant is a bonafide resident of the barangay, municipality, city, legislative district or province where the school-district is located ([RA 8190 Localization Law](#)), as evidenced by his/her Voter's ID;
- c. The applicant is joining his/her husband/wife in the same station or school-district (RA 4670);
- d. He/She is in poor health condition, as evidence by pertinent medical records to that effect.

5. With the cited priority situations in paragraph 3, the office came up with corresponding criteria to objectively identify who among the candidates seeking for transfer to another station is most qualified, with the details below:

REASONS	SUPPORTING DOCUMENTS	POINTS
a. The applicant has served for more than five (5) years outside his/her home barangay/ municipality and/or legislative district and whose age is 60 years old or more;	Service Record & Certification from the AO V	11 yrs up - 15 pts 6-10 yrs - 10 pts 5 yrs-below - 5 pts
b. The applicant is a bonafide resident of the barangay, municipality, city, legislative district or province where the school-district is located (RA 8190, Localization Law), as evidenced by his/her Voter's ID	Applicant's Voter's ID	Municipality - 15pts Cong'l. Dist. - 10 pts Province - 5 pts
c. The applicant is joining his/her husband/wife in the same school-district (RA 4670)	Marriage Contract	15 points





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<p>d. He/She is in poor health condition, as evidenced by pertinent medical records to that effect.</p>	<p>Medical Certificate from the Division Medical Officer for ailments such as, but not limited to:</p> <ul style="list-style-type: none"> *cancer *accident *major Operation *acute arthritis *heart ailment 	<p>15 pts.</p>
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6. To come up with a total of 100 points, the applicant's **Average IPCR Rating for the last 3 years** is given the remaining 40 points which is appreciated using the rubrics below:

- 4.5-5.0 = 40 pts.
- 3.5-4.4 = 30 pts.
- 2.5-3.4 = 20 pts.
- Below 2.5 = 10 pts.

7. All applications with the supporting documents must be submitted by the applicant to the schools division office from **August 16-20, 2021**. The Schools Division Ranking Committee conducts the Evaluative Assessment of the documents employing the **NORTE** (Navigating Opportunities to Reengineer for Transformation and Empowerment) on specified date/s for the purpose.
8. It is enjoined that all school administrators and PSDSs who will be assigned in other school/district should submit their respective school/district clearances to the Division Office before getting their order of reassignment.
9. School administrators who are set to retire within the next six (6) months may opt to remain in their present school assignment provided that a Letter of Intent to Retire will be submitted to the Division Office c/o the HRMO.
10. Strict compliance of this Memorandum is enjoined.

Ref: RA 9155
 RA 8190
 RA 4670
 DECS ORDER No. 7, s. 1999

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