




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



DIVISION MEMORANDUM NO. 024 S. 2018

RELEASED
JUN 05 2018

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY/SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

BY:  DATE: _____
NAME / SIGNATURE

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : ADDENDUM TO DIVISION MEMORANDUM NO. 021, S. 2018
ENTITLED "POLICY GUIDELINES FOR TRANSFERS/
REASSIGNMENTS OF TEACHING PERSONNEL"

DATE : JUNE 1, 2018

1. This is to further notify all Elementary/ Secondary School Heads and teachers concerned on the policy regarding transfers of realignment of teaching personnel in the field.
2. Teachers are advised to secure clearance as soon as they will receive their new order of assignment and will not move or vacate from their station unless properly cleared and the teacher-replacement has reported.
3. School heads are advised to release teacher-transferees only upon the arrival of the new teacher as the replacement and are further advised not to accept the same in the absence of a clearance from the previous station/school where they were previously assigned.
4. On cases where there are movements prior to the issuance of this policy, teachers who have reported to their new schools of assignment and those without clearance must be recalled and to report back to their previous stations.
5. Immediate dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent *jm*