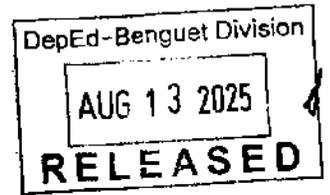




Republic of the Philippines
Department of Education
Schools Division of Benguet



August 12, 2025

DIVISION MEMORANDUM

No. 340 s. 2025

**PROCESSING OF TRANSFER AND SWAPPING OF PLANTILLA ITEMS FOR
JUNIOR HIGH SCHOOL**

TO: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
Administrative Officer II
All Others Concerned

1. This Office recognizes the importance of aligning the physical deployment of teachers with their official plantilla assignments. It has been observed that there are **Junior High School (JHS)** teachers who are physically rendering services in a school but whose plantilla items are still lodged in other schools. To address this, the Schools Division Office (SDO) mandates all concerned secondary schools to process requests for the **transfer or swapping of plantilla items** for concerned teachers.
For reference, the list of teachers per school may be accessed through this link: <https://tinyurl.com/plantillaJHS>.
2. To initiate the processing of the transfer of plantilla items, the following procedures and requirements shall be followed:
 - a. Submit complete documentary requirements to the Division Office through the records section as follows:
 - i. Letter/Consent of the teacher signifying his/her willingness to transfer or to be swapped.
 - ii. CEDULA of the teacher/s.
 - iii. Certification from the Punong Barangay that the teacher is a Bonafide resident of the locality.
 - iv. Signed copy of the Plantilla (PSIPOP) of the requesting party.
 - v. Enrolment data of both schools.
 - vi. Justification for the transfer/swapping of items.

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- vii. Notarized Memorandum of Agreement
- viii. *Additional for transfer:* Certification from the school head that they are willing to release the item from their plantilla.

***Soft copy of MOA and checklist can be downloaded through this link: <https://tinyurl.com/transferswap>

- b. Upon validation of the submitted documents, the SDO shall:
 - i. Endorse qualified requests to the Regional Office for approval and to be endorsed to the DBM-CAR.
- 3. All documents must be submitted on or before **September 30, 2025**. School Heads are encouraged to ensure timely and accurate submissions to facilitate a smooth process. Incomplete submissions shall be returned for compliance.
- 4. Immediate and widest dissemination of this Memorandum is desired.


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Regional Director and
concurrent Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/MMR