



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



DIVISION MEMORANDUM  
NO. 371 S. 2021

September 14, 2021

TO: All Public Schools District Supervisors/DCPs  
Secondary School Heads/TICs

SUBJECT: REISSUING THE PRESCRIBED MEMORANDUM OF AGREEMENT ON  
TRANSFER AND/OR SWAPPING OF TEACHER ITEMS

1. Relative to requests for the transfer and/or swapping of teacher items in the secondary, the Department of Budget (DBM) requires the submission of a Memorandum of Agreement (MOA) duly executed between the school heads concerned.
2. To facilitate action, attached is the prescribed format of the Memorandum of Agreement to be accomplished by the School Principal/HT/TIC of the schools concerned which should be notarized by a Notary Public.
3. The MOA should be submitted together with the basic request for transfer with the following supporting documents, to wit:
  - 3.1. Consent/intent of the teacher signifying her/his willingness to transfer or to be swapped.
  - 3.2. Enrolment data of both schools. Determine the need and subject/major of teachers.
  - 3.3. Community Tax Certificate (CTC) of the teacher and Certification from Punong Barangay that the teacher is a bona fide resident of the locality.
  - 3.4. Justification for the transfer/swapping.
  - 3.5. Photocopies of latest PSIPOP where the names and item numbers of teachers concerned are indicated.
4. In no case should a request be submitted without first satisfying the requirements.
5. Dissemination of this Memo to all concerned is enjoined.

  
GLORIA B. BUYA-AO  
Schools Division Superintendent

Refs.: - CAR RM No. 120, s. 2004  
-Div. Memo No. 105, s. 2012  
-Div. Memo No. 049, s. 2018  
-DepEd Order No. 22, s. 2013

Osd/s/personnel team/hrmo



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