



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

03 May 2024

**DIVISION MEMORANDUM**

No. **113**, s. 2024

ONLINE SUBMISSION OF REQUESTS FOR TRANSFER OF TEACHING  
AND NON-TEACHING PERSONNEL OF SDO SARANGANI

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To make the process more convenient and efficient, all requests for transfer shall now be submitted online through the official website of the Schools Division Office of Sarangani - [www.depedsarangani.org](http://www.depedsarangani.org). This will help reduce the use of personal resources by the requesting personnel and avoid long queues at the Office of the Schools Division Superintendent. Please refer to the enclosed instructions and prescribed template for the intent letter to transfer for guidance.
2. The approval of requests for transfer shall still be based on the conditions mentioned in the following DepEd issuances:
  - a. DepEd Order No. 22, s. 2013 (Revised Guidelines on the Transfer of Teachers from One Station to Another),
  - b. Region Memorandum AD No. 13, s. 2022 (Revised Approval Process on Request for Teacher's Transfer),
  - c. Region Memorandum AD No. 45, s. 2022 (Additional Information on the Request for Teacher's Transfer), and
  - d. DM-OUHROD-2023-1763 (Reiteration of Guidelines on the Transfer of Teachers from One Station to Another)
3. For inquiries, contact the Office of the Schools Division Superintendent at [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)/09608787652.
4. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: N o n e



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

BUREAUS AND OFFICES  
REQUESTS  
TRANSFER

RLE/OSDS-PROPER/DM - online submission of requests for transfer of teaching  
and non-teaching personnel of sdo sarangani

0583/30 April 2024

**(Enclosure to Division Memorandum No. 113, s. 2024)**

ONLINE SUBMISSION OF REQUESTS FOR TRANSFER OF TEACHING AND NON-TEACHING PERSONNEL OF SDO SARANGANI

**INSTRUCTIONS FOR ONLINE SUBMISSION OF REQUESTS FOR TRANSFER**

- A. How to access or fill in the **Online Request for Transfer of Teaching and Non-teaching Employees of SDO Sarangani**?
1. On your device, go to [www.depedsarangani.org](http://www.depedsarangani.org) and click **Digital Services**.
  2. Look for the **Online Request for Transfer of Teaching and Non-teaching Employees of SDO Sarangani**. Click it, fill in all the boxes, and upload all the related and needed documents.
  3. After clicking the submit button, a message will appear indicating your Request Tracking Number (RTN). Please secure your RTN for you to track the status of your Intent Letter.
- B. How to track the Status of your Intent Letter?
1. On your device, go to [www.depedsarangani.org](http://www.depedsarangani.org) and click **Digital Services**.
  2. Look for the **Status of Transfer**. Click it and encode your RTN and wait for the result to appear.

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ONLINE SUBMISSION OF REQUESTS FOR TRANSFER OF TEACHING AND NON-TEACHING PERSONNEL OF SDO SARANGANI

**TEMPLATE FOR INTENT LETTER TO TRANSFER**

**- PRESCRIBED SCHOOL HEADER -**

[Date]

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
DepEd – Schools Division of Sarangani

Dear **SDS Estacio**:

I am writing to request a transfer to [Name of School/Location]. Currently, I am employed as a/an [Job Title] at [Current School/Location], and I have been working here for [Number of Years/Months].

I wish to transfer to another station due to the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]
4. [Reason 4]

I have attached all my credentials and supporting documents to this letter for your easy reference. I hope that you will consider my request and provide me with an opportunity to transfer to another station.

Thank you for considering my request. I look forward to hearing from you soon.

Very truly yours,

\_\_\_\_\_  
Requesting Personnel

Noted by:

\_\_\_\_\_  
School Head

Approved by:

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

**- PRESCRIBED SCHOOL FOOTER -**