



August 11, 2017

DIVISION MEMORANDUM
NO. 251 s., 2017

**DESIGNATING PUBLIC SCHOOLS DISTRICT SUPERVISORS AS
RECOMMENDING OFFICIAL FOR THE LETTER OF INTENT TO TRANSFER OF
ALL SCHOOL-BASED TEACHING AND NON-TEACHING PERSONNEL**

TO: OIC, Assistant Schools Division Superintendent
Chief, CID
Public Schools District Supervisors
All Concerned

1. Relative to the intents to transfer of all school-based teaching and non-teaching personnel, please be informed that this Office designates the Public Schools District Supervisors of each municipality/city to study the merit of the request for transfer and thus sign the corresponding letter as recommending official before its submission to the Schools Division Office.
2. Recommendations relevant to transfer of personnel must always be for the best interest of the office. All PSDSs of the municipality/city must confer on the said request and recommend if they find it meritorious.
3. Immediate dissemination of this Memorandum is highly desired.



by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
for **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent

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