



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA 2026-07-322 VP

July 7, 2026

DIVISION MEMORANDUM

NO. 322 s. 2026

**ACCEPTANCE OF APPLICATION FOR TRANSFER OF INCUMBENT ADMINISTRATIVE
OFFICER II (AO II) AND PROJECT DEVELOPMENT OFFICER I (PDO I)
FY 2026**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisor
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces the acceptance of application for transfer of incumbent Administrative Officer II (AO II) and Project Development Officer I (PDO I) from one station to another within the Division.

2. In reference to Division Memorandum No. 243, s. 2022 or the Guidelines on Recruitment, Selection, and Placement for SDO Iriga City which provides that the following situations should be given priority in case of voluntary transfer of non-teaching personnel:

a. The employee has served for more than five years outside of his/her home/barangay/municipality;

b. The employee is a bonafide resident of the barangay, municipality, city or province where the school is located (RA 8190, Localization Law) as evidenced by the employee's voter's ID;

c. The employee is joining his/her husband/wife in the same school (RA No. 4670, Magna Carta for Public School Teachers);

d. The employee is a nursing mother (PD No. 603, Child and Youth Welfare Code);

e. The employee is a Solo Parent (Solo Parents' Welfare Act of 2000 RA 8972)

f. The employee's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or

g. The employee is in poor health condition, as evidenced by pertinent medical records to that effect.

3. Interested and qualified applicants may submit the application documents (*organized as listed and fastened in a long size orange folder*) to the Personnel Section through the Records Section, on or before **5:00 p.m. of July 9, 2026**.



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Edukasyon ng Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



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- a. Letter of Intent for transfer with specific school and district nearest their residence addressed to the Schools Division Superintendent noted by the School Head
 - b. Voter's ID/Certificate of Residency
 - c. Latest Certificate of Performance Rating
 - d. Marriage Certificate (if applicable)
 - e. Birth Certificate of the child (if a nursing mother)
 - f. Solo Parent ID (if applicable)
 - g. Police Blotter/Incident Report (if armed conflict is a reason)
 - h. Medical Certificate (if applicable)
4. The Human Resource Management Office (HRMO) shall be responsible for validating application for transfers and submitting the validation results to the Office of the Schools Division Superintendent. Upon approval of the SDS, the HRMOs shall notify all qualified applicants and process their appointments and assignment orders accordingly. Applicants who are found disqualified shall likewise be informed.
5. Immediate and widest dissemination of this Memorandum is desired.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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