



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG CITY

DIVISION MEMORANDUM NO. 018 s. 2018

**RELEASED**

MAY 8 7 2018

TO : SCHOOL HEADS  
ALL OTHERS CONCERNED

By:   
NAME: N. NATIVIDAD

DATE: \_\_\_\_\_

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : REITERATION OF THE TRANSFER POLICY OF SCHOOL  
HEADS

DATE : April 30, 2018

This is to reiterate and clarify the governing policy on transfers/reassignments of School Heads, as set forth in **DECS Order No 7, s. 1999**, otherwise known as **Policies on Selection/Appointment and Transfer/Reassignment of DECS Regional Officials**.

Item 1.2 (1) of the said policy provides that:

*Appointments of District Supervisors and Principals for both elementary and secondary levels shall be division-specific and not school-specific. This means that they may not be transferred to any district or school within the division when the need arises.*

*Transfers/reassignments of District Supervisors and Principals shall be done **every five years**.*


Likewise, under Item 1.3, it is provided that:

*Under exceptional circumstances, particularly in the exigency of the service, and subject to the discretion of the Secretary, the tenure of service of all the above mentioned officials in a given station may be shortened or extended beyond what is stated in this order.*

This Office is now plotting the new assignments of affected School Heads consistent with the aforecited provisions and with due regard to the law on localization. Once finalized, they will be notified through the issuance of assignment orders.

School Heads who will be apprised of their impending movement are advised to settle all money and property accountabilities before leaving their present stations.

**FOR INFORMATION AND GUIDANCE.**

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent