



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel




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DIVISION MEMORANDUM

No **166** s. 2014

TO : **ALL SCHOOL HEADS**
Elementary & Secondary Schools

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **DepEd CRUCIAL RESOURCES STANDARDS and GUIDELINES OF REDEPLOYMENT OF EXCESS TEACHERS**

DATE : **June 19, 2014**

1. In support to Deped Order # 22, s. 2013 entitled "**Revised Guidelines on the Transfer of Teacher from One Station to Another Station**" and Regional Memorandum # 147, s. 2014 entitled "**Redeployment of Excess Teachers from Elementary and Secondary Schools**", this office is providing standards as bases for redeploying excess teachers from both elementary and secondary school to address imbalances and ensure the equity of teacher deployment and other crucial resources.

1.1 Multigrade Classes

When two or more consecutive grade levels have a total enrolment of less than or equal to thirty (30)

Example:

Grade 1 = 15 total enrolment

Grade 2 = 13 total enrolment

TOTAL = 28

This means that Grade 1 and Grade 2 in this case is a multigrade. This requires one classroom and one teacher.

1.2 Elementary and Secondary Classes

The ideal class size and maximum are as follows:

	Ideal	Maximum
Kinder	25	35
Grade 1&2	40	50
Grade 3 to 6	45	55
Grade 7 to Year 4	45	55
SPED/Techvoc	35	

2. To facilitate the efforts of transferring the teachers, the following valid conditions must be considered as "**in the exigency of the service**", and reassignment shall be made even without the consent of the teacher:
 - a. When the pupil/student teacher ratio is below 35:1 for elementary and 27:1 for secondary level, and 30:1 for multigrade classes; (To determine the pupil/student teacher ratio, divide the school enrolment by the number of teachers. Count all



- teacher items (T-1, T-2, T3, MTs) including teacher leaders. Only Head Teachers and Principals with appointment are excluded)
- b. when there is considerable decrease in enrolment in certain schools arising from evacuation due to armed conflict, national disasters, resettlement of the families, closure of large private firms in the area, and other similar circumstances; or
 - c. When the teacher declared excess by the principal and his/her expertise /area of specialization is needed in another school / district / division.
3. In view of the aforesaid valid conditions, below are guidelines in the decision to whom to transfer:
- a. teachers who were last to be hired (**Last in, First Out**);
 - b. non-residents of the barangay or municipality where the school is located;
 - c. residents of the barangay or municipality of the proposed recipients school; or
 - d. secondary school teachers teaching subjects other than their areas of specialization.
4. If teachers were already identified, yet they desire not to be transferred, they must handle additional assignments such as remedial and summer classes, work related to Abot-Alam Program, tasks concerning Alternative Learning Systems (ALS) and other teaching assignments that their School Heads may deem proper. Thus, school head shall submit to the division office the **Modified School Form 7** and report on class session organized including list of learners, copy furnished the Office of the Regional Director, five (5) days after the decision will be made.
5. Priority shall be given when teachers are requesting transfer to another station in need of additional teachers, having the foregoing situations, to wit:
- a. when the teacher is declared excess by the SH and/or his/her expertise/ area of specialization is needed in another school/district/ division;
 - b. the teacher has served for more than five years outside his/her home barangay/municipality;
 - c. the teacher is a bonafide resident of the barangay, municipality, city, or province where the school is located (RA No. 8190, Localization Law), as evidenced by the teacher's Voter's ID;
 - d. the teacher is joining his/her spouse in the same school (RA No. 4670);
 - e. she is a nursing mother (PD No. 603, Child and Youth Welfare Code);
 - f. the teacher's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located; or
 - g. he/she is in poor health condition, as evidenced by pertinent medical records to that effect.
6. In line with this, School Heads are obliged to submit the list of identified excess teachers to the Schools Division Superintendent not later than June 24, 2014.
7. Immediate dissemination and strict compliance of this memorandum is directed.