



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region III

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100



DIVISION MEMORANDUM

No. 207 s. 2016

To: Public Schools District Supervisors

From: *R. Pozon*
RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Date: August 10, 2016

Subject: **SUBMISSION OF LIST OF ELEMENTARY SCHOOL TEACHERS FROM OTHER DISTRICTS**

DEPED NUEVA ECIJA
RELEASED
AUG 11 2016
RECORDS SECTION

1. Relative to the transfer of teachers from one station to another, district offices are requested to submit their list of elementary school teachers who are assigned within the district but residing in other municipalities.
2. The report should be submitted in hard and soft copy (excel format) on or before August 18, 2016 using the template below.

LIST OF ELEMENTARY SCHOOL TEACHERS FROM OTHER DISTRICTS

District: _____

Name	Position	Address	School Assignment	Date of Original Appointment	No. of Years & Month in DepEd	No. of Years & Month in Present School Assignment	Preferred District to Transfer	Preferred School to Transfer

Note: Note: Must be arranged accordingly, from the longest No. of Years in the present school.

3. Should there be queries regarding this matter, please visit the Office of Assistant Schools Division Superintendent (AID).
4. Immediate dissemination of the contents of this Memorandum is earnestly desired.

