



### 9. Request for Transfer from Another Region

This process covers the steps on the preparation of indorsement specifically on the request for transfer of workstation indorsed to Regional Office by the Division or Regional Offices and other agencies.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division:</b>                              |  | Personnel Section                                |                        |  |
| <b>Classification:</b>                                  |  | Simple   |                        |  |
| <b>Type of Transaction:</b>                             |  | Government to Government (G2G)                   |                        |  |
| <b>Who may avail:</b>                                   |  | Active DepEd Teaching and Non-Teaching personnel |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                        |  | <b>WHERE TO SECURE</b>                           |                        |  |
| 1.Letter Request for transfer (1 Original Copy)         |  | From the concern employee                        |                        |  |
| 2.Indorsement of the School Principal (1 Original Copy) |  | School   |                        |  |
| 3.Indorsement from the SDS (1 Original Copy)            |  | SDO  |                        |  |
| 4.Indorsement from the RD (1 Original Copy)             |  | RO   |                        |  |
| <b>CLIENT STEPS</b>                                     | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                |
| 1.Submit the complete documents                         | 1.1. Receive and forward to the Personnel Section for appropriate action                       | None   | 5 minutes              | Records Unit Staff                                       |
|   | 1.2. Check completeness of documents and prepare indorsement addressed to the concerned Region | None   | 5 minutes              | Personnel Section - Admin Assistant/ Authorized employee |
|   | 1.3. Forward prepared indorsement to the CAO, Administrative Service for signature             | None   | 5 minutes              | AO V/SAO   |
|   | 1.4. Approve and sign indorsement  | None   | 5 minutes              | ARD/RD   |
| 2.Receive requested document/s                          | 2.1. Release document to client  | None   | 10 minutes             | ADAS   |
| <b>TOTAL:</b>   |  | <b>None</b>                                      | <b>30 minutes</b>      |  |