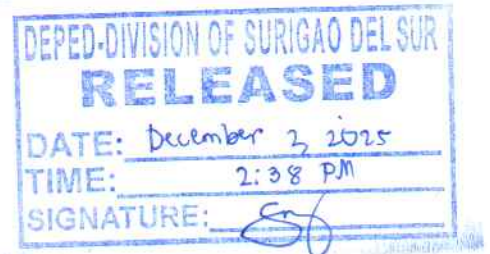




Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM
 No. 587 , s. 2025

To: All Concerned

TRANSFER OF TEACHERS AND NON-TEACHING PERSONNEL THROUGH SWAPPING AGREEMENT

1. In consideration of the requests for transfer of teachers and non-teaching personnel (NTP) due to welfare-related situations or voluntary transfer, this Division intends to expedite such personnel action through Swapping Agreement subject to the applicable and existing laws on transfer of employees in the Department of Education.
2. Anent to this, teachers and non-teaching personnel are advised to seek a swapping arrangement with fellow teachers or non-teaching personnel within the Division of Surigao del Sur who are both interested to be localized or at least to the nearest school from their residence.
3. It must be clarified that, during swapping arrangements and during implementation, **no work or staffing requirements shall be disrupted.**
4. **It is hereby emphasized that only the Superintendent can take final action and approve the Swapping Agreement.** Therefore all application for swapping must be submitted directly to the Office of the Schools Division Superintendent.
5. This Memo does not preclude the undersigned to implement mandatory transfer or involuntary transfer of teachers and non-teaching personnel due to exigency of service outlined in DepEd Order No. 22, s. 2013, Civil Service Rules, DepEd Order No. 7, s.2023, and other applicable and existing transfer laws.
6. The following requirements must be complied with for approval of Swapping Agreement by the Superintendent:
 - a. Swapping Agreement confirmed and signed by the involved Teachers or NTPs, and **approved by the Superintendent (Swapping Agreement not approved by the Superintendent cannot take effect);**

It must be noted that only the following swapping of teachers are allowed:



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Elementary Teachers to Elementary Teachers

Junior High School to Junior High School preferably *with same major subject, but not absolute.*

Senior High School to Senior High School preferably *with same specialization, but not absolute.*

- b. Duly signed Service Record;
 - c. Clearance from both schools and districts;
 - d. Assumption of Duty to new school or station; and
 - e. Other necessary documents that may be required in the interest of further verification, as necessary.
7. A unified form of Swapping Agreement shall be disseminated to the schools and districts.
8. Teachers and Non-Teaching Personnel must be reminded that the act of Swapping Agreement must be voluntary, not under any undue influence.
9. For proper guidance and strict implementation.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

DEPED SURSUR TRANSFER OF TEACHERS AND NTPs BY SWAPPING AGREEMENT

OSDS/jcg/hrpersonnelaction



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

SWAPPING AGREEMENT ON SCHOOL ASSIGNMENT

LET IT BE KNOWN TO ALL:

This Agreement is made and entered into, by and between:

Teacher 1/ NTP 1

- Full Name: _____
- Current School: _____ District: _____
- Current Position: _____
- Level: _____
- Subject/Expertise: _____

AND

Teacher 2/ NTP 2

- Full Name: _____
- Current School: _____ District: _____
- Current Position: _____
- Level: _____
- Subject/Expertise: _____

TERMS AND CONDITIONS:

Upon compliance that no work, nor staffing requirement shall be disrupted during swapping arrangement and due to humanitarian/welfare reasons, both parties above do hereby agree the following:

1. Teacher/NTP 1: From _____ To _____
 Teacher/NTP 2: From _____ To _____
2. Reason (s) for Swapping: _____
3. Effectivity Date: _____

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 20, at _____, Philippines.

Confirmed by: _____
 Name & Sign of T/NTP1 Name & Sign of T/NTP1

Approved by:

LORENZO O. MACASOCOL, PHD, CESO V
 Schools Division Superintendent

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