



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## TRANSFER CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

### Request for Transfer

- Letter Request
- Updated Service Record
- Indorsement of the Principal
- Indorsement from SDS

### Approved Transfer

- Indorsement from SDS
- Updated Service Record
- Certificate of Last Payment (from the Regional Payroll Services) - if Autonomous from respective School
- Certificate of No Pending Administrative Case (get from the Regional Office, Legal Section)
- Division Clearance

**Other documents required from the SDO/School to be transfer**

Remarks:

\_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code | RO-ASD-F021 | Rev | 03  
Effectivity | 09.20.21 | Page | 1 of 1



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## TRANSFER CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

### Request for Transfer

- Letter Request
- Updated Service Record
- Indorsement of the Principal
- Indorsement from SDS

### Approved Transfer

- Indorsement from SDS
- Updated Service Record
- Certificate of Last Payment (from the Regional Payroll Services) - if Autonomous from respective School
- Certificate of No Pending Administrative Case (get from the Regional Office, Legal Section)
- Division Clearance

**Other documents required from the SDO/School to be transfer**

Remarks:

\_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code | RO-ASD-F021 | Rev | 03  
Effectivity | 09.20.21 | Page | 1 of 1



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## TRANSFER CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

### Request for Transfer

- Letter Request
- Updated Service Record
- Indorsement of the Principal
- Indorsement from SDS

### Approved Transfer

- Indorsement from SDS
- Updated Service Record
- Certificate of Last Payment (from the Regional Payroll Services) - if Autonomous from respective School
- Certificate of No Pending Administrative Case (get from the Regional Office, Legal Section)
- Division Clearance

**Other documents required from the SDO/School to be transfer**

Remarks:

\_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code | RO-ASD-F021 | Rev | 03  
Effectivity | 09.20.21 | Page | 1 of 1

