



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

EVALUATION/LIST OF REQUIREMENTS FOR REQUEST FOR TRANSFER

TO: PERSONNEL UNIT, DEPED NCR DATE: _____

NAME: _____ POSITION: _____

SCHOOL: _____ EFFECTIVITY DATE: _____

WHO WILL PREPARE	REQUIREMENTS	REMARKS
Applicant/ School	☐ 1. Letter of intent to transfer (indicate division, school and reason for transfer) ☐ 2. Duly accomplished Personal Data Sheet (PDS) CS Form 212 revised 2017 with passport size picture ☐ 3. Indorsement Letter signed by the School Head ☐ 4. Certification of Latest Performance Rating signed by the School Head • All requirements must be submitted in 2 original copies	

Action Required:

- ☐ Submission of lacking document/s
- ☐ Correction of Entries
- ☐ Compliance of Deficiency

Assessment:

- ☐ For Indorsement
- ☐ For Return to applicant/school

Evaluated by:

GENESIS ANN B. GONZALES
Administrative Officer IV - HRMO II

Indorsed by:

MELITON P. ZURBANO
Schools Division Superintendent

