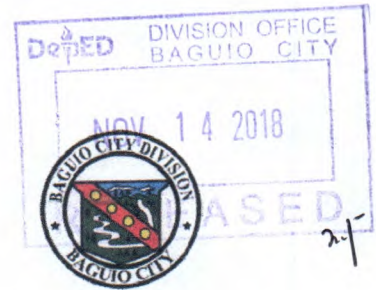




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**DIVISION OF BAGUIO CITY**  
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**Division Memorandum No. 543, s. 2018**  
**Series of 2018**

**To: Public Secondary School Heads**  
**PSDS, Secondary Schools**  
**All Concerned**

**MEETING OF SECONDARY SCHOOL HEADS AND PSDS OF SUPERVISORS  
FOR THE TRANSFER OF TEACHERS**

1. In view of the various concerns raised during the Field Staff Meeting regarding the transfer of teachers, a meeting among School Heads and District Supervisors of Public Secondary Schools shall be held on November 23, 2018 at one o'clock in the afternoon at the Division Office Conference Hall.
2. School Heads are required to accomplish the attached form and submit to their respective PSDSs on or before November 19, 2018 and submit the same through email at [bacasshi.2007.bassa@gmail.com](mailto:bacasshi.2007.bassa@gmail.com).
3. PSDSs are hereby instructed to consolidate these reports for presentation during the meeting.
4. All Secondary school heads and PSDSs are required to attend the meeting. No representatives are allowed.
5. The Baguio City Association of Supervisors and Schools Heads, Inc. (BCASSHI) will facilitate, coordinate and document the said meeting.
6. Widest dissemination and compliance is enjoined.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
**Schools Division Superintendent**

**SUMMARY OF SECONDARY SCHOOL TEACHERS REQUESTING FOR TRANSFER**

School: \_\_\_\_\_ District: \_\_\_\_\_ School  
 Head: \_\_\_\_\_

Name of Teacher	# of Years in the present school	# of Years in Service	Official Residence	Specialization	Appointment (JHS or SHS)	Receiving School Option 1	Receiving School Option 2	Reasons for Transfer
1.								
2.								
3.								
4.								
5.								

(Use additional sheets if necessary)

**SUMMARY OF NEW SECONDARY SCHOOL TEACHERS WITH LESS THAN TWO YEARS IN THE SERVICE**

Name of Teacher	# of Years/months in the present school	# of Years/Months in the Service	Official Residence	Specialization	Appointment (JHS or SHS)
1.					
2					
3					
4					
5					

(Use additional sheet if necessary)