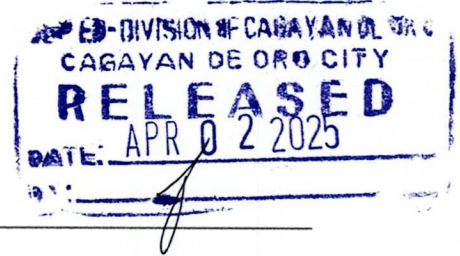




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 Mar 2025

DIVISION MEMORANDUM

No. 304 s.2024

**ONLINE APPLICATION FOR TRANSFER FROM ONE STATION TO ANOTHER
FOR S.Y. 2025-2026**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
All Others Concerned

1. To ensure the adoption of efficient services in DepED CDO, the field is hereby informed of the availability of the online application form for the transfer of station for S.Y. 2025-2026.

2. Personnel applying for transfer are no longer required to submit hardcopies in the Division Office, instead, are advised to fill up the online template using the link below:

tiny.cc/TransferRequestCDO

3. In attaching the supporting documents, please zipped the file and follow the format below:

Save as PDF File: Completenamenameofschool

e.g. JoseP.Rizal_WestCityCentralSchool



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142

Email Address: cagayandeoro.city@deped.gov.ph

Website: <https://depedcdo.net/>

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4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

COMMUNICATIONS
TRANSFER

DM003-OSDS-AVT / DIVISION MEMORANDUM FOR TRANSFER
March 06,2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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