



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

MEMORANDUM

To: Assistant Schools Division Superintendent
Public Elementary School Heads
Administrative Officer II – Elementary

From: MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **APPLICATION FOR TRANSFER OF INCUMBENT ADMINISTRATIVE
OFFICERS II WITHIN THE SCHOOLS DIVISION OFFICE OF
KABANKALAN CITY**

Date: April 30, 2024

Relative to the recent promotion and transfer of incumbent Administrative Officers II, a total of three (3) vacancies is now open to be filled at Oringao Elementary School, San Jose Elementary School, and Tapi Elementary School.

In consideration of the existing nature of employment of incumbent Administrative Officers II within the Schools Division of Kabankalan City, the application for transfer shall be a measure to prioritize those who are already holding the same position.

As such, interested incumbent Administrative Officers II within SDO Kabankalan City who wish to transfer to any of the abovementioned schools may begin to submit their letter of intent addressed to the School Head of the school of their choice accompanied by a duly accomplished Personal Data Sheet and latest Performance Rating until May 10, 2024.

After the receipt of applications, the School Heads shall assess the applicants with regards their residential proximity to the workplace and latest performance rating. The School Heads shall then make a recommendation to the Office of the SDS not later than May 15, 2024, who among the applicants they find most fitting for the position in their school while ensuring that such recommendation is in conformity with existing rules on nepotism.

Nepotism as identified in Book V, Title I(A), Chapter 8, Section 59 of Executive Order No. 292, also known as the Administrative Code of 1987 states that:

“All appointments in the national, provincial, city and municipal governments or in any branch or instrumentality thereof, including government-owned or controlled corporations, made in favor of a relative of the appointing or recommending authority, or of the chief of the bureau or office, or of the persons exercising immediate supervision over him, are hereby prohibited.

As used in this Section, the word “relative” and members of the family referred to are those related within the third degree either of consanguinity or of affinity.”

The approval of requests and the effectivity for transfer of the Administrative Officers II will be determined by this Office through the issuance of an assignment order.



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