



Republic of the Philippines  
**Department of Education**

26 APR 2013

DepEd ORDER  
No. **23**, s. 2013

**GUIDELINES ON THE GRANTING OF REDEPLOYMENT ALLOWANCE TO EXCESS  
TEACHERS FROM BOTH ELEMENTARY AND SECONDARY SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, enclosed are the Guidelines on the Granting of Redeployment Allowance to Excess Teachers from Both Elementary and Secondary Schools. Likewise, the Letter of Agreement Template is enclosed for use in accordance with these guidelines.
2. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:  
As stated

References:  
DepEd Order: Nos. 3 and 22, s. 2013 and (21, s. 2005)

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

ALLOWANCE  
ELEMENTARY EDUCATION  
FUNDS  
POLICY

SECONDARY EDUCATION  
TEACHERS  
TRANSFER

## **GUIDELINES ON THE GRANTING OF REDEPLOYMENT ALLOWANCE TO EXCESS TEACHERS IN BOTH ELEMENTARY AND SECONDARY SCHOOLS**

### **BACKGROUND**

1. To effectively accelerate the effort to close the gaps in basic education inputs particularly relative to teacher items, the Department of Budget and Management (DBM) has approved the creation of 61,510 new teacher items. The DBM has also approved in Fiscal Year (FY) 2013 the funding facility called "Redeployment Allowance" to catalyze the redeployment of excess teachers to schools with shortage. These new positive developments have placed the Department of Education (DepEd) in a better position to improve deployment efficiency.

2. In view of the foregoing circumstances, this Department hereby issues these **Guidelines on the Granting of Redeployment Allowance to Excess Teachers from Both Elementary and Secondary Schools.**

### **SCOPE**

3. The Redeployment Allowance shall only be given to teachers being redeployed from schools with excess teacher items to schools with teacher shortage.

### **BASIC PRINCIPLES**

4. The guidelines on the transfer of teachers from one station to another contained in DepEd Order 22, s. 2013 shall be strictly observed.

5. These guidelines shall be construed consistent with the Administrative Code of 1987 and with Republic Act (RA) No. 4670, otherwise known as *The Magna Carta for Public School Teachers*.

### **PROCEDURE**

6. All schools divisions, through the Division Planning Unit (DPU), shall identify schools with excess teachers using the data from the Enhanced Basic Education Information System (EBEIS) using the color coded spectrum.

7. School Heads (SHs) of the schools identified with excess teacher items shall prepare an inventory of teaching staff specifying the following: name of incumbent, years in service, and current teaching assignment/load. The inventory shall also include the identification of area (grade level or subject) where surplus of teachers exist and the list of teacher incumbents on the surplus list ranked in ascending order (i.e., first being the least senior) based on the year of service in the Department.

8. Any teacher from schools with excess teacher items may express willingness to be redeployed through writing a Letter of Intent (LOI) addressed to their respective schools division/city superintendent (SDS). He/She may include in his/her LOI a list of desired school assignments with corresponding reasons for redeployment.

9. Alternatively, the SDS can identify teachers from the surplus list and may require these excess teachers to be redeployed to schools with shortage. In the event that teachers identified in the surplus list desire not to be redeployed, they shall be given additional assignments such as remedial and summer classes, work related to Alternative Delivery

Modes (ADMs), tasks concerning Alternative Learning Systems (ALS), and/or other assignments that their respective school heads may deem proper.

10. Teachers to be redeployed shall be entitled to receive a one-time redeployment allowance of Eighteen Thousand Pesos (P18,000.00), once the redeployment has been approved. Only teachers who are coming from schools with excess teacher items, and are being redeployed to schools with teacher shortage, shall receive the redeployment allowance.

11. The SDS and the teachers concerned shall execute a sworn Letter of Agreement (LOA) using the enclosed template prior to redeployment and granting of allowance.

12. The SDS through the Division Human Resource and Management Officer (HRMO) shall effect the transfer of records by sending notice to DBM and to the Civil Service Commission (CSC) and other relevant offices regarding the action taken upon the teacher's redeployment.

13. The Budget Division of Central Office shall release the redeployment allowance funds to Divisions upon request based on the number of excess teachers agreed to be redeployed to schools with shortage.

14. The DPU shall ensure that the redeployment of excess teachers in their respective Divisions are properly recorded, inputted, and processed in the EBEIS and its effect on Teacher-Pupil Ratio is analyzed.

15. All SDS shall ensure that for the deployment of new teacher items, schools with high shortage shall be given priority and schools with excess teacher items shall **not** be given teacher items regardless of circumstance.

## **SANCTIONS**

16. This policy shall be strictly applied pursuant to its intended purpose. Any violation or attempt to abuse or circumvent this policy shall be dealt with accordingly.

17. Anyone found guilty of violating any of the provisions of these guidelines or any part hereof shall be charged administratively pursuant to RA 6713 otherwise known as *The Code of Conduct and Ethical Standards for Public Officials and Employees* and other relevant laws, rules, and regulations.

## **EFFECTIVITY**

18. These guidelines shall take effect immediately upon approval for the period pertaining to FY 2013 only.

**LETTER OF AGREEMENT TEMPLATE**

Date:

Dear [teacher's name]:

As part of the efforts of the Department of Education (DepEd) to close the gap on teacher shortages through redeployment of excess teacher items to schools with teacher shortage, you are hereby redeployed from [current school] to [new school assignment].

In view of your redeployment, you will:

1. Be entitled to receive a one-time redeployment allowance of Eighteen Thousand Pesos (P18,000.00);
2. Be responsible for your own personal arrangements pertaining to said redeployment, including, but not limited to, transportation to and from the newly designated school; and
3. Perform teaching and teaching-related functions in the new school assignment.

DepEd, through the Schools Division/City Superintendent (SDS) and the Division Human Resource and Management Officer (HRMO), will manage all the necessary internal and organizational arrangements relative to your redeployment.

Thank you.

Very truly yours,

[Signature over printed name of  
SDS]

Conforme:

[Signature over printed name of teacher]

Witness:

[Signature over printed name of School Head/Principal]

## ACKNOWLEDGEMENT

Republic of the Philippines \_\_\_\_\_)  
City / Municipality of \_\_\_\_\_)S.S.

Before me, this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared:

Name	Government ID and ID Number	Date and Place Issued
[Name of Teacher]		
[Name of SDS]		

who executed the foregoing Letter of Agreement consisting of two (2) pages signed on all pages, including this page on which this acknowledgement is written, and acknowledged the same to be their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date place first above-written, this \_\_\_\_ day of \_\_\_\_\_, 2013 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
**Notary Public**

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