



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



DIVISION MEMORANDUM # 18, S. 2016

To : All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary Teachers
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

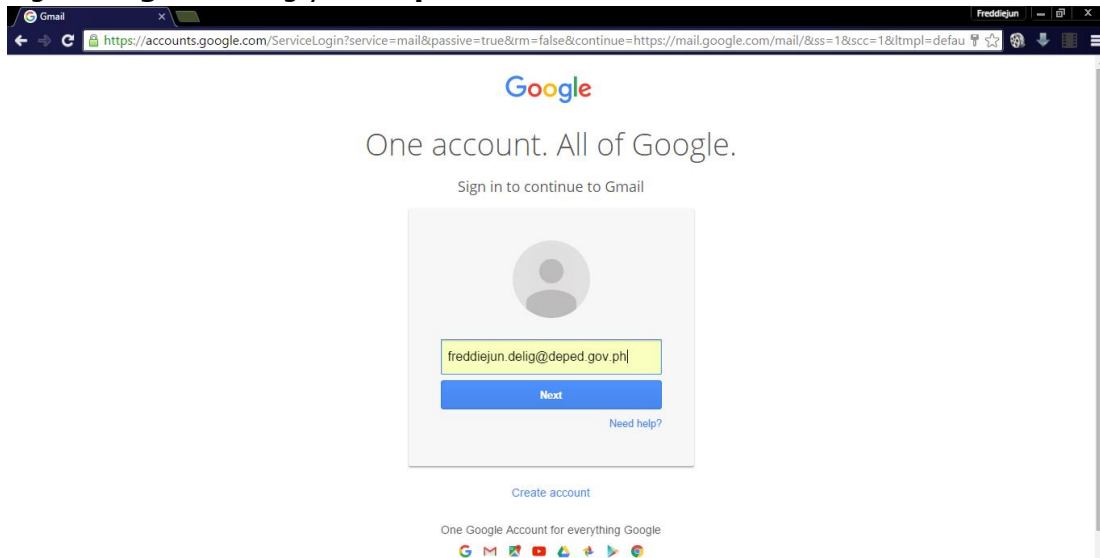
Date : January 11, 2016

Subject: IMPLEMENTATION OF ONLINE APPLICATION FOR "**REQUEST FOR TRANSFER**" OF TEACHERS

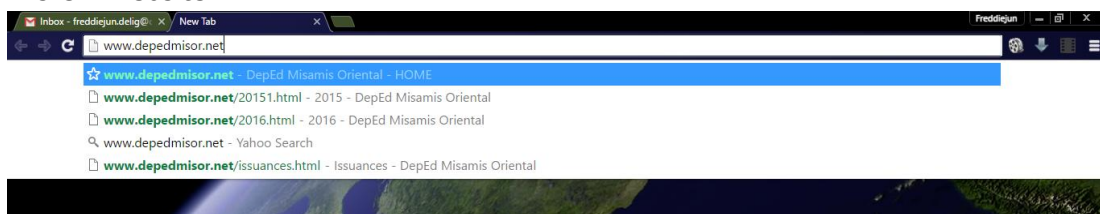
1. Effective immediately, this Division shall implement the online application for "**Request for Transfer**" of Teachers.
2. The form is ready available in the DepEd Mis.Or. official website (www.depedmisor.net). For security purposes and integrity of data the system requires the applicant to login to his/her official **DepEd Email** account (firstname.lastname@deped.gov.ph) to access the form. As a permanent employee of DepEd, one shall acquire his/her official DepEd email account (per Division Memorandum 390 s.2015; DepEd Memorandum 227 s.2012).
3. Enclosed is the procedure on how to access the Online Application Form for Request for Transfer.
4. For your information and guidance.

Enclosure to Division Memorandum 18 s. 2016

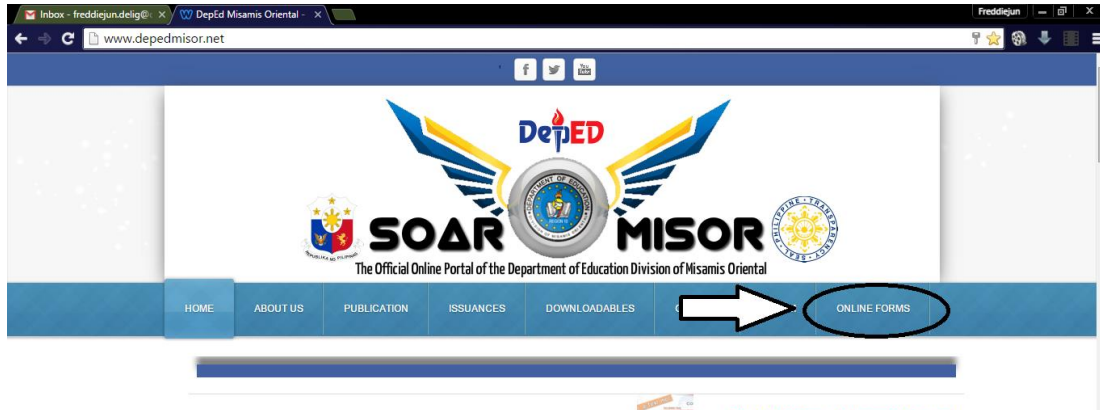
1. Open your web browser (e.g. Google Chrome, Internet Explorer, Firefox, etc.).
2. Sign in to **gmail** using your **DepEd Email** account.



3. Open new tab and type in the address bar www.depdmisor.net to access the DepEd Mis.Or. website.



4. Click on tab 'ONLINE FORMS'.



5. Click on 'REQUEST FOR TRANSFER' image to open a new window containing the application form.

