



THE TEACHER TRANSFER PROCESS

WHO INITIATES TEACHER TRANSFERS?

- *The teacher for personal reasons.
- *The Commission on staff balancing.

HOW TO APPLY FOR A TRANSFER

- *To apply for a transfer, please visit the TSC online application portal accessible through the TSC website.
- *The portal is designed to guide you smoothly through the application process from start to finish.

TRACKING YOUR TRANSFER STATUS

Once you have applied for a transfer, you can track the status of your application through the online portal. Here's what each status means:

- **Acknowledged*: Your request is under consideration, pending a suitable replacement.
- **Not Approved*: Your transfer request cannot be processed at this time due to the absence of a vacancy or a suitable replacement.
- **Approved*: Your transfer has been authorized.

KEY CONSIDERATIONS FOR TRANSFER

The approval of a transfer request depends on several factors:

- *Availability of a vacancy.
- *Need for suitable replacement.



TIMING OF TRANSFERS

- *To minimize disruption to school programs, transfers are scheduled during school holidays.

WHO EFFECTS TEACHER TRANSFERS?

- **TSC County Director*: Manages the transfers within the County.
- **TSC Regional Director*: Handles transfer of a teacher from one station to another within the same region but different counties.
- **TSC HQ*: Handles transfers that involve moving from one region to another.

TEACHERS' RESPONSIBILITY AFTER TRANSFER APPROVAL

Once a transfer is approved, transferred teachers are required to be released from their current station and report to the new station within the stipulated time period.

CONCLUSION

Teacher transfer is supported by an online application system that aids in reducing unnecessary travel and wait times at TSC headquarters. By understanding the outlined procedures and utilizing the available digital tools, teachers can navigate to check on transfer status with ease.