**NOTICE OF STATION TRANSFER**

*RPSU FORM 103, REVISED 2021*

Date:

|  |  |
| --- | --- |
| EMPLOYEE NUMBER: |  |
| EMPLOYEE NAME: |  |
| SIGNATURE: |  |

**OLD STATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| DIVISION CODE | DIVISION NAME | STATION CODE | STATION NAME |
|  |  |  |  |

**NEW STATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| DIVISION CODE | DIVISION NAME | STATION CODE | STATION NAME |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First Day of Service in the New Station: |  |  |  |
|  | Month (mm) | Day (dd) | Year (yyyy) |
|  |  |  |  |
| Last Salary Received from the Previous Station: |  |  |  |
|  | Month (mm) | Day (dd) | Year (yyyy) |

Please attach herewith the following supporting documents:

1. Division Order from the Schools Division Superintendent
2. First Day of Service signed by the Principal or District Supervisor of the New Station
3. Latest Payslip

Submitted by:

**MIGUELA S. LIGUTOM**

Administrative Officer V

Agency Authorized Officer