



PROCESS OF INTER DISTRICT REPOSTING FOR 2024/2025 ACADEMIC YEAR

Step 1

An Applicant seeks for an **Assurance of Vacancy** from a **preferred Metro/Municipal/District** within the **Region**.

Step 2

- After securing the **assurance letter**, the applicant then applies for **Release** from his/her current **Metro/Municipal/District** by attaching all necessary documents. (E.g. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc.).
- The **Metro/Municipal/District Director** then recommends the applicant's **Release** to the Regional Director.

Step 3

The **Metro/Municipal/District Director** forwards the applicant's documents to the **Regional Education Office** for the **Regional Director** to give final **approval**.

Step 4

After the **final approval** is given, the current **Metro/Municipal/District Director** and **Head of Basic/SHS** are informed accordingly.

NOTE: A teacher seeking Inter District reposting can only be released when the Regional Director has given final approval letter.