



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

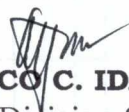
MAR 18 2022

MEMORANDUM

2022 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / OICs
Administrative Officer V

1. Attached is a memorandum from Office of the City Administrator, dated March 16, 2021, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to paragraph 3 and 4 for the qualifications and criteria of the candidate. Schools are encouraged to submit a candidate on or before March 23, 2022 at the City Human Resources Management Department.
3. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES PROGRAMS SEARCH

MMP/NAV/DM – 2022 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

108/March 17, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

 (02) 805-9935, (02) 805 - 9940

 sdomuntinlupa@gmail.com



31831



Republic of the Philippines

Office of the City Administrator

CITY GOVERNMENT OF MUNTINLUPA

2/F Main Building, City Hall, Barangay Putatan, Muntinlupa City 1772



TO : ALL DEPARTMENT HEADS/CHIEF OF OFFICES
FROM : PRAISE COMMITTEE
DATE : MARCH 16, 2021
SUBJECT : 2022 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

We are happy to announce that the nominations for this year's **2022 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES (1st QUARTER)** is now open. You may use the attached form for your nominations.

- Departments or offices are required to submit **one (1) candidate** for the quarter
- The PRAISE Committee will select the three (3) Most Outstanding Employees for the quarter
- The Nominee must meet the following qualifications:
 - Must be an employee of the City Government of Muntinlupa for at least 1 year, regardless of type of appointment (Regular, Casual, or Contractual).
 - Not found guilty of any administrative case or criminal case. (Anti-graft Clearance)
 - Must be of good moral character. (Barangay Clearance)
- Nominations will be evaluated using the criteria below:
 - Performance** - **50%**
At least Very Satisfactory performance rating based on submitted IPCR for the last two rating periods (December 2020 to May 2021 & June to November 2021), Absences of not more than 8 days and Tardiness not more than 10 times in a month for the last 6 months.
 - Innovations/Contributions (Impact to Productivity)** - **20%**
Nominee has any creative ideas/suggestions or recommendations for improvement as output and possesses efficiency.
 - Other Contributions (Impact to Community)** - **15%**
Nominee is at least an active member or official of their community or any civic organization and has significant contributions to society.
 - Personality Traits** - **15%**
Nominee is amiable and approachable to his/her co-employees and others and exhibits positive traits with regard to self and others as viewed by his/her co-employees and other people.
- Departments or Offices who failed to submit their nomination must have a written explanation forwarded to the City Administrator's Office
- Nomination form must be fully accomplished and with complete attachments: Anti-Graft Clearance, Barangay Clearance, Summary of Attendance for the last 6 months, and Updated Personal Data Sheet with narrative of the highlights of the accomplishments of the nominee, preferably with the citations, photos or testimonials. Copies of trainings/seminars certificates should not be attached in the nomination form.
- Deadline of submission is on **March 23, 2022** at the City Human Resources Management Department.

Thank you.


Engr. ALLAN A. CACHUELA
City Administrator
Chairman, PRAISE Committee

SDO-CITY OF MUNTINLUPA

Received

Date

Time

RECORDS MANAGEMENT OFFICE

RECEIVED

DATE: 3-16-22 TIME: 1:05 BY: 8



CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa

NOMINATION FORM
OUTSTANDING EMPLOYEE
(First Quarter 2022)

Name : _____
(Last) (First) (M.I)

Home Address : _____

Barangay : _____ Telephone No. : _____

Age : _____ Birthday : _____ Civil Status : _____

Department/Office: _____

Position : _____ Salary Grade: _____

Performance Rating : _____ (Last 2 rating period)

Outstanding Accomplishments: _____

Department Head : _____ Date : _____

Signature over Printed Name

QUALIFICATIONS:

1. Must be an employee of the City Government of Muntinlupa of at least 1 year, regardless of type of appointment (Regular, Casual, or Contractual).
2. Not found guilty of any administrative case or criminal case. (Anti-Graft Clearance)
3. Must be of good moral character. (Barangay Clearance)

CRITERIA FOR EVALUATION:

1. **Performance** - **50%**
 - a. Performance Rating - rating of at least Very Satisfactory based on IPCR for the last two rating periods (December 2020 to May 2021 & June to November 2021, as submitted to CHRMD).
 - b. Absences - Not more than 8 days (last 6 months)
 - c. Tardiness - Not more than 10 times in a month or 10% of the total attendance (last 6 months)
2. **Innovations/Contributions (impact to Productivity)** - **20%**
 - a. Output - any creative ideas/suggestions or recommendations for improvement.
 - b. Efficiency - the nominee finishes and accomplishes targets in a very timely manner.
3. **Other Contributions (Impact to Community)** - **15%**
 - a. At least an active member or official of their community, or any civic organization.
 - b. Significant contributions to society
4. **Personality Traits** - **15%**
 - a. Human Relations - the nominee is amiable and approachable to his/her co-employees and others.
 - b. Good Habits - the nominee exhibits positive traits with regard to self and others as viewed by his/her co-employees and other people.

SUBMISSION OF APPLICATION:

1. Properly and fully accomplished Nomination Form with complete attachments: Anti-Graft Clearance, Barangay Clearance, Summary of Attendance for the last 6 months, and Fully Accomplished Updated Personal Data Sheet with narrative of the highlights of the