



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

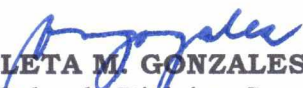
SEP 24 2024

MEMORANDUM  
No. 275, s. 2024

**SUBMISSION OF THE LIST OF TEACHERS WHO HAVE BEEN IN ACTIVE  
SERVICE FOR 20, 25, 30, 35 YEARS, AND BEYOND**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC- Chief Education Supervisor, Schools Governance and Operations Division  
All Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. In line with the Division Memorandum titled "2024 Division World Teacher's Day," dated September 19, 2024, all public elementary and secondary schools are required to submit a list of teachers who have been in service for 20, 25, 30, 35 years, and beyond, from January 1, 2024, to October 31, 2024.
2. Given the above, the Administrative Officers of the schools are directed to carefully evaluate each teacher's length of service and prepare the school's final list, duly signed by the School Head. This list should be submitted to the Division Office addressed to the Chairperson of the Awarding Committee for National Teachers' Month, Dr. Ma. Myra E. Namit, Public Schools District Supervisor.
3. A service record for final validation shall accompany the submitted list.
4. Attached is the template for the list.
5. The deadline for the submission of the list is on **SEPTEMBER 27, 2024**.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

TEACHERS      SERVICE      AWARDS      PROGRAMS

MAMEN/Memo – SUBMISSION OF THE LIST OF TEACHERS WHO HAVE BEEN IN ACTIVE SERVICE FOR 20, 25,  
30, 35 YEARS, AND BEYOND

September 23, 2024

NUM-2024-275



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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SCHOOL: \_\_\_\_\_

**LIST OF TEACHERS IN ACTIVE SERVICE**

20 YEARS	25 YEARS	30 YEARS	35 YEARS ONWARDS

Prepared:  
  
\_\_\_\_\_

Administrative Officer/HR

Noted:  
  
\_\_\_\_\_

School Head



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