



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 21 2025

MEMORANDUM

2025 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

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

1. Attached is a memorandum from Office of the City Administrator, dated April 14, 2025, on the above-captioned title, the contents 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 April 25, 2025 at the City Human Resources Management Department.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEES PROGRAM SEARCH

MB/NAV/DM – 2025 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

176 / April 21, 2025

UN-2025-176

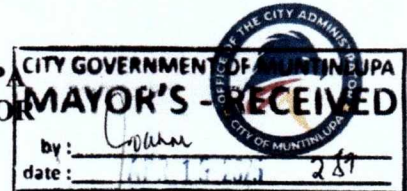


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

174



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR

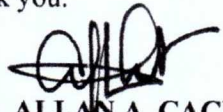




TO : ALL DEPARTMENT HEADS/CHIEF OF OFFICES
FROM : PRAISE COMMITTEE
DATE : APRIL 14, 2025
SUBJECT : 2025 1ST QUARTER SEARCH FOR OUTSTANDING EMPLOYEES

We are happy to announce that the nominations for this year's **2025 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES (1ST QUARTER)** is now open. You may use the attached form for your nominations.

1. Departments or offices may submit **more than one (1) candidate** for the quarter
2. The PRAISE Committee will select the top three (3) Outstanding Employees for the quarter
3. **The nominee must meet ONLY the following qualifications:**
 - a. Must be a permanent or casual employee of the City Government of Muntinlupa for at least 1 year
 - b. Not found guilty of any administrative case or criminal case. (Anti-Graft Clearance)
 - c. Must be of good moral character. (Barangay Clearance)
 - d. Must have a performance rating of at least Very Satisfactory based on Individual Performance and Commitment Rating (IPCR) for at least two consecutive rating periods (December 2023-May 2024 & June-November 2024)
4. Top three (3) Outstanding Employees will receive a Plaque of Recognition and monetary incentive as follows:
 - a. Rank 1 – P5,000
 - b. Rank 2 – P3,000
 - c. Rank 3 – P2,000
5. All top 3 Outstanding Employees per Quarter are automatically nominated to the Annual Search for Outstanding Employees. Top three (3) Outstanding Employees for 2025 will receive a grocery basket, 3-days 2-nights hotel accommodation including breakfast voucher for two, a Plaque of Recognition and monetary incentive as follows:
 - a. Rank 1 – P30,000
 - b. Rank 2 – P25,000
 - c. Rank 3 – P20,000
6. Departments or Offices who failed to submit their nomination must have a written explanation forwarded to the City Administrator's Office
7. Nomination form must be fully accomplished and with complete attachments: Anti-Graft Clearance, Barangay Clearance, Summary of Attendance for the last 6 months to (October 11, 2024-April 10, 2025) to be used for the panel interview, 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.
8. Deadline of submission is on **April 25, 2025** at the City Human Resources Management Department.

Thank you.


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

CENTRAL RECORDS OFFICE
RECEIVED
BY: 
DATE:  TIME: 3:52



CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa

NOMINATION FORM
Outstanding Employees
(First Quarter 2025)

Name : _____
(Last) (First) (Middle name)

Home Address : _____

Barangay : _____ Cellphone No. : _____

Age : _____ Birthday : _____ Civil Status : _____

Department/Office: _____

Position : _____ Salary Grade: _____

Performance Rating : (1) _____ (2) _____

Outstanding Accomplishments: _____

Department Head : _____ Date : _____
Signature over Printed Name

QUALIFICATIONS:

1. Must be a permanent or casual employee of the City Government of Muntinlupa of at least 1 year
2. Not found guilty of any administrative case or criminal case. (Anti-Graft Clearance)
3. Must be of good moral character. (Barangay Clearance)
4. Must have a performance rating of at least Very Satisfactory based on Individual Performance and Commitment Rating (IPCR) for at least two consecutive rating periods

CRITERIA FOR EVALUATION (to be used for the panel interview):

1. **Performance** - **50%**
 - a. Performance Rating - rating of at least Very Satisfactory based on IPCR for the last two rating periods (December 2023 to May 2024 & June to November 2024, as submitted to CHRMD).
 - b. Absences - Not more than 8 days (last 6 months: October 11, 2024 – April 10, 2025)
 - c. Tardiness - Not more than 10 times (last 6 months)
 - d. Flag Ceremony Attendance - Attended at least 85% of the total attendance (last 6 months)
2. **Innovations/Contributions (impact to Productivity)** - **25%**
 - 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)** - **10%**
 - 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, IPCR for the last 2 rating periods and Fully Accomplished 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.
2. Must be submitted to the City Human Resource Management Department on/before **APRIL 25, 2025**.
3. Nominees will be called-in for interview by the PRAISE Committee.



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

2025 1ST QUARTER SEARCH FOR OUTSTANDING EMPLOYEES

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>
Bcc: sdo.muntinlupa@gmail.com

Tue, Apr 15, 2025 at 3:14 PM

TO: ALL DEPARTMENT HEADS/CHIEF OF OFFICES

Dear Ma'am/sir:

Greetings!

The PRAISE Committee is happy to announce that the nominations for this year's **2025 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES (1st Quarter)** is now open.

For further information, kindly refer to the file attached hereto.

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

--

**ERICA SILPEDES**

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph

Confidentiality notice: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent or have been addressed to you in error, please immediately alert the sender by reply email and delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.



MM-2025-110_2025 1ST QUARTER SEARCH FOR OUTSTANDING EMPLOYEES.pdf
1710K

4/15