



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 05 2025

MEMORANDUM

2025 EMPLOYEE HANDBOOK

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 Human Resources Management Department, dated April 30, 2025, on the above-captioned title, the contents are self-explanatory, for the information and guidance of all concerned.
2. All employees are required to submit a signed copy of the attached Acknowledgement Form on or before May 9, 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:

190

CITY PAID

EMPLOYEE

UN-2025-190



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



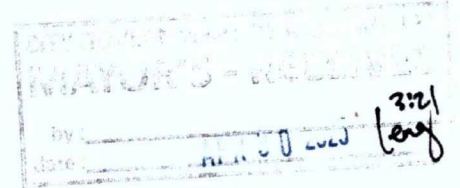
Memorandum No. 2025-013

TO : All Offices and Departments in the City Government of Muntinlupa
including National Offices with City-Paid Employees

FROM : City Human Resources Management Department (CHRMD)

DATE : April 30, 2025

SUBJECT : 2025 EMPLOYEE HANDBOOK

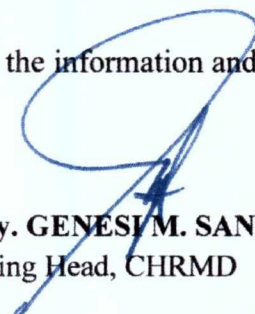


As officially launched during the General Assembly of permanent employees, this is to inform that the **2025 Employee Handbook** has been released online and can be accessed using the employee ID under the *HR Policies button* of the **HR Direct System**.

The 2025 Employee Handbook contains policies, procedures, and information available to all employees, thus, employees are encouraged to thoroughly review the contents of the handbook as laid thereto, and **each employee is required to submit to our office a signed copy of the attached Acknowledgement Form on or before May 9, 2025**. The same must be submitted to our office in a long white folder arranged alphabetically and with a transmittal letter signed by the head of office.

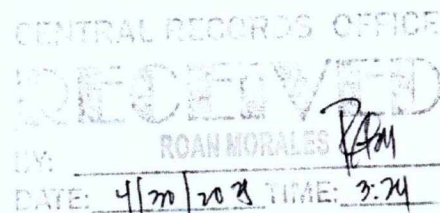
Should you have any queries regarding the handbook, please do not hesitate to contact the CHRMD at 8862-2525 loc. 1046.

For the information and compliance of all concerned.


Atty. GENESIM M. SANTIAGO
Acting Head, CHRMD

Noted by:


Engr. ALLAN K. CACHUELA
City Administrator



Employee Handbook Acknowledgment Form

City Government of Muntinlupa – Employee Handbook 2025

I hereby acknowledge that I have read and fully understood the contents of the **Employee Handbook 2025** issued by the **City Human Resources Management Department**. I understand that the Handbook outlines essential information, policies, work ethics, benefits, and other guidelines relevant to my role as a committed public servant of the City Government of Muntinlupa.

I agree to abide by all existing policies contained therein, including any future amendments and revisions. I further acknowledge and accept that any failure or refusal on my part to adhere to the policies and guidelines outlined in the Handbook shall constitute grounds for the imposition of appropriate administrative or disciplinary action, in accordance with applicable laws, civil service rules, and internal regulations.

By signing this document, I confirm that I have been duly provided with a soft copy of the **Employee Handbook 2025** through the HR Direct platform, accessible via my Employee ID, and that I am fully aware of my obligation to uphold its directives in the performance of my duties.

Signature over printed name

Date



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

2025 EMPLOYEE HANDBOOK

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>

Wed, Apr 30, 2025 at 3:39 PM

Bcc: sdo.muntinlupa@gmail.com

TO: ALL OFFICES AND DEPARTMENTS IN THE CITY GOVERNMENT OF MUNTINLUPA INCLUDING NATIONAL OFFICES WITH CITY-PAID EMPLOYEES

Dear Ma'am/Sir:

Greetings!

In line with the above subject matter, please see the file attached herewith.

Thank you so much.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

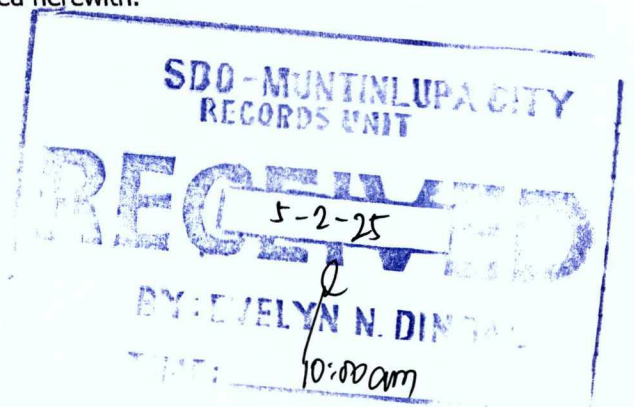
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**ERICA SILPEDES**

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

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

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**MM-2025-120_2025 EMPLOYEE HANDBOOK.pdf**

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