



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 01 2025

MEMORANDUM
No. 381, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 376, S. 2025, DATED
JULY 31, 2025, ENTITLED CALL FOR NOMINATIONS FOR THE 2025 SDO-
MUNTINLUPA EXEMPLARY PERFORMING PERSONNEL AWARDS (EPPA)
UNDER THE DIVISION PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) PROGRAM**

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

1. With reference to the **SDO-Muntinlupa Exemplary Performing Personnel Awards (EPPA) under the Division P.R.A.I.S.E. Program Initiatives**, this Office informs all concerned that the deadline for the submission of applications has been extended until **Tuesday, August 5, 2025**.
2. Furthermore, for the **Customer Champion Award Category**, the basis for evaluation shall be composed of **50% from the Client Satisfaction Measurement (CSM) results and 50% from client feedback statements**. The required five (5) positive client feedback statements shall be sourced from clients recommended by the nominee, while the CSM results shall be based on the official Client Satisfaction Survey (CSS) results of the Division Office. This provision ensures a balanced evaluation that considers both objective performance data and qualitative client insights.
3. The **Commitment to Service Award** shall be included as one of the award categories in recognition of the dedicated service of SDO personnel. Those who have rendered exactly **five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30) years, and so on in five-year intervals, as of August 19, 2025**—coinciding with the 26th Founding Anniversary of the Schools Division Office—shall be awarded a Certificate of Appreciation, in addition to the loyalty awards to which they are entitled.



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4. Immediate and wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES

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

PERFORMANCE

EVALUATION

PERSONNEL

RECOGNITION

IMR/ Corregidum Exemplary Performing Personnel Awards
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