



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 30 2025

MEMORANDUM
No. 564s. 2025

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

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. Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 06, s. 2002, also known as the *Program on Awards and Incentives for Service Excellence (PRAISE)*, and in accordance with the Loyalty Award Policy, this Office requests the submission of the names of teachers who have rendered continuous and satisfactory government service for 20, 25, 30, 35 years, and beyond, with the cut-off period from November 1, 2024-October 31, 2025.
2. School Heads are hereby directed to submit the duly certified list of qualified teachers to the Schools Division Office, Attention: Ms. Angela M. Francisco, Administrative Officer IV on or before November 15, 2025.
3. Each submitted list must be accompanied by a copy of the teacher's updated Service Record for verification and final validation.
4. Attached is the prescribed template to be used in preparing the list of qualified teachers.
5. 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

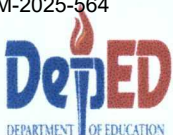
To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS SERVICE PROGRAMS

564 PRA/ SUBMISSION OF THE NAMES OF TEACHERS WHO HAVE BEEN IN ACTIVE SERVICE FOR 20, 25, 30, 35 YEARS AND ABOVE
/OCTOBER 29, 2025

NUM-2025-564



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LIST OF TEACHERS IN ACTIVE SERVICE

SCHOOL: _____

20 YEARS	25 YEARS	30 YEARS	35 YEARS ONWARDS

Prepared:

Administrative Officer/HR

Noted:

School Head