



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY


**Office of the Schools Division
Superintendent**

MEMORANDUM

QUARTERLY AND ANNUAL SEARCH FOR OUTSTANDING EMPLOYEES

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

1. Attached is Memorandum from Engr. Allan A. Cachuela- City Administrator dated March 16, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. 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

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – QUARTERLY AND ANNUAL SEARCH FOR OUTSTANDING EMPLOYEES
145 / March 24, 2026



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



CITY GOVERNMENT OF MUNTINLUPA
MAYOR'S - RECEIVED
 by: _____
 date: MAR 23 2026

TO : ALL DEPARTMENT HEADS/CHIEFS OF OFFICES AND EMPLOYEES OF THE CITY GOVERNMENT

DATE : MARCH 16, 2026

SUBJECT : QUARTERLY AND ANNUAL SEARCH FOR OUTSTANDING EMPLOYEES

In line with our ongoing efforts to recognize and reward exceptional employees, the **Program on Awards and Incentives for Service Excellence (PRAISE) Committee** would like to reiterate the procedures and incentives for the Quarterly and Annual Search for Outstanding Employees.

To maintain proportionality, prevent excessive representation from larger offices, and uphold fair participation from smaller offices, the following tiered nomination system shall apply:

No. of employees per office:	Allowed no. of nominee/s:
1 – 20 employees	1 nominee
21 – 60 employees	2 nominees
61 employees and above	3 nominees

The following incentives shall be granted to the quarterly and annual outstanding employees:

QUARTERLY SEARCH FOR OUTSTANDING EMPLOYEES:

All finalists of the Quarterly Search will receive the following awards and incentives:

- **Certificate of Recognition** and;
- **Token of Appreciation**

Top 3 quarterly awardees/winners shall receive a **Plaque of Recognition and a monetary incentive** based on their ranking, as follows:

- Rank 1 – P5,000
- Rank 2 – P3,000
- Rank 3 – P2,000

ANNUAL SEARCH FOR OUTSTANDING EMPLOYEES:

All Top 3 Quarterly Awardees shall automatically qualify as candidates for the Annual Search For Outstanding Employees and shall receive the following:

- **Certificate of Recognition;**
- **Grocery basket;** and
- **Lunch with the City Mayor during the panel interview**

The Top 3 awardees/winners of the Annual Search shall receive the following:

- **Plaque of Recognition;**
- **Hotel accommodation with breakfast for two (2);** and
- **Monetary incentive** based on their ranking, as follows:
 - Rank 1 – P50,000
 - Rank 2 – P30,000
 - Rank 3 – P20,000

CENTRAL RECORDS OFFICE

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BY: ERIC G
 DATE: 3/23/2026 TIME: 2:53 PM

Additionally, employees shall be considered for the following depending on their employment status:

- Permanent – grant of **two (2) step increment due to meritorious performance subject for approval;**



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- b. Casual – reappointment to another casual position with increase in salary, subject to the evaluation of the HRMPSB

With this, the **PRAISE Committee encourages all department heads and chiefs of offices to nominate candidates from their respective offices each quarter** to properly recognize employees with exemplary performance and to boost employee morale.

Further, all offices are encouraged to create their own mechanisms or systems for selecting nominees (i.e., Employee of the Month). Similarly, prospective nominees are advised to prepare the following: Anti-Graft Clearance, Barangay Clearance, and an Updated Personal Data Sheet with a narrative highlighting the nominee's accomplishments, preferably with citations, photos, or testimonials.

The PRAISE Committee will release a separate memorandum announcing the opening of nominations for the 1st Quarter Search for Outstanding Employees.

We look forward to this year's Search for Outstanding Employees.

Thank you for your cooperation.

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