



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

Office of the Schools
Division Superintendent

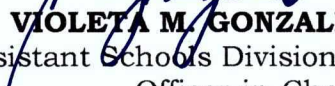
APR 23 2026

MEMORANDUM

UPDATING OF PERSONAL INFORMATION

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 City Human Resources Management, Atty. Genesi M. Santiago, Department Head, dated April 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 – UPDATING OF PERSONAL INFORMATION
176 / April 21, 2026



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



MEMORANDUM NO. 2026-013

TO : ALL EMPLOYEES (PERMANENT, CASUAL, JOB ORDER and CONTRACT OF SERVICE)

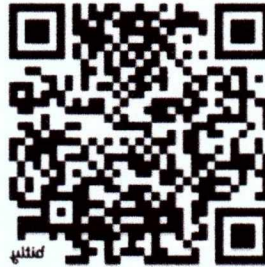
FROM : CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT

SUBJECT : UPDATING OF PERSONAL INFORMATION

DATE : April 16, 2026

In compliance with the request of the Commission on Audit (COA), all city government employees, including those under Permanent, Casual, Job Order, and Contract of Service status, are hereby directed to update their personal information records.


All concerned personnel are required to accomplish the Personal Information Update Form by accessing the link through the QR Code provided below. Kindly scan the QR Code to proceed to the online form and complete the required information on or before **April 24, 2026**



Please ensure that all information provided is true and correct.
Strict compliance with this memorandum is hereby enjoined.

ATTY. GENESI M. SANTIAGO
Department Head
City Human Resources Management Department

Noted by:


ENGR. ALLAN A. CACHUELA
City Administrator

CC: Office of the City Mayor
Commission on Audit

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES
DATE: 4/20/2026 TIME: 11:40