



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 340, s. 2026

GRANTING OF THE DIVISION LOYALTY AWARD FOR FY 2026 AND SUCCEEDING YEARS

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
Administrative Officer V
All Others Concerned

1. Pursuant to existing Civil Service Commission (CSC) policies on the Loyalty Award, the Schools Division Office recognizes the invaluable contributions, dedication, and unwavering commitment of its officials and employees who have rendered continuous and satisfactory government service. The Loyalty Award serves as a testament to the Division's appreciation of employees' faithful service and adherence to the principles of integrity, professionalism, and excellence in public service.

2. Accordingly, this Memorandum is issued to institutionalize the procedures for the granting of the Division Loyalty Award and to facilitate its efficient and orderly implementation in the Schools Division Office. Relative to the above-mentioned activity, please see the following enclosures for reference.

Enclosure 1: Division Loyalty Award Committee
Enclosure 2: Important Reminders (Guidelines and Criteria of Loyalty Award)
Enclosure 3: Timeline of Activities
Enclosure 4: Template of List of Names for Nomination

3. All expenses relative to this activity shall be charged against the 2026 MOOE or Local Fund, subject to the existing accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
AWARD EMPLOYEES LOYALTY
SRHB/AMF/GRANTING OF THE DIVISION LOYALTY AWARD FOR FY 2026 AND SUCCEEDING YEARS
340/July 27, 2026

NUM-2026-340



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ENCLOSURE 1:

DIVISION LOYALTY AWARD COMMITTEE

Chairperson: **DR. MA. MYRA E. NAMIT**
Public Schools District Supervisor

Members: **MS. VILMA S. VILORIA**
School Principal III President,
MPSHA Muntinlupa Chapter

MR. REYNALDO O. COMISARIO
School Principal II President,
PESPA Muntinlupa Chapter

MR. OWEN EARL D. BAUTISTA
Teacher III
President, MunFPEST

MS. ANGELA M. FRANCISCO
Administrative Officer IV-HRMO

Secretariat: **MS. SHIELA ROSE H. BACHOCO**
Administrative Officer II



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ENCLOSURE 2:

IMPORTANT REMINDERS

(Guidelines and Criteria in Granting Division Loyalty Award)

1. In celebration of World Teachers Day, the Division Loyalty Award shall be granted to all Teaching and Related-Teaching Personnel of the Schools Division Office of Muntinlupa who have rendered continuous and satisfactory service for ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), or forty (40) years. This award recognizes their loyalty, dedication, and commitment to public service in accordance with the applicable policies and guidelines of the Civil Service Commission (CSC).
2. The granting of the Division Loyalty Award shall include continuous and satisfactory service rendered in one or more government agencies **without any gap** in service, provided that the employee submits the necessary supporting documents to validate the length and continuity of government service.
3. An official or employee who has incurred an aggregate of not more than fifty (50) days of authorized vacation leave without pay within the required ten (10)-year period shall be considered to have rendered continuous service for purposes of eligibility for the Loyalty Award. Likewise, an official or employee who has incurred an aggregate of not more than twenty-five (25) days of authorized vacation leave without pay within the required five (5)-year period shall be considered to have rendered continuous service and may qualify for the five (5)-year milestone Loyalty Award.
4. For purposes of computing the required ten (10) years and five (5)-year period of continuous and satisfactory service, the rules on the computation of length of service for the grant of step increment as provided under Civil Service Commission (CSC) Memorandum Circular No. 50, s. 1990, **shall be adopted**.
5. For the Junior High School level, please be guided that the recognition of Loyalty Awardees **shall be based on the Plantilla position** of the official or employee. The concerned personnel shall be included in the list of potential awardees under the school or unit where their Plantilla item is assigned, provided that they satisfy the prescribed qualifications, criteria, and guidelines for the conferment of the award.
6. The School Administrative Officers and HR in-charge will prepare the List of Names for Nomination of the award along with the supporting documents needed. (*Service Record, Appointment, Contract etc.*) signed and certified correct by the School Head.



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7. The cut-off date for the qualification of Loyalty Awardees shall be **December 31, 2026, covering the entire Fiscal Year 2026**. This shall ensure the inclusion and recognition of officials and employees who have rendered dedicated and continuous service to the Department of Education, particularly those who have devoted their years of service to the Schools Division Office of Muntinlupa. The award serves as a form of appreciation and commendation for their unwavering commitment, loyalty, and valuable contributions to public service.
8. The Division Loyalty Award Committee shall validate the list of nominees and prepare the final list of officials and employees who are eligible to receive the Loyalty Award. The approved list of awardees shall be disseminated through a separate memorandum.
9. Late submissions of the List of Loyalty Awardees shall not be accepted after the prescribed deadline.
10. The Schools Division Office shall confer the Division Loyalty Awards and present Plaques of Recognition to qualified officials and employees in recognition of their years of faithful and dedicated service in the government. The awarding ceremony shall be held on **September 9, 2026**, during the Schools Division Office of Muntinlupa's World Teachers' Day Celebration. All employees whose names are included in the Final List of Awardees shall be required to wear appropriate business attire during the awarding ceremony.



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ENCLOSURE 3:

TIMELINE OF ACTIVITIES

DATE	ACTIVITY / PROGRAM	PERSONS INVOLVED / IN-CHARGE
July 28, 2026 – August 5, 2026	Submission of List of Awardees	School AO/ School Principal
August 6, 2026 5:00 p.m	Deadline of Submission of List of Loyalty Awardees	School AO/ School Principal Records Office
August 10-13, 2026	Validation of the List of Awardees	Division Loyalty Award Committee School AO
August 17, 2026	Meeting of Division Loyalty Award Committee for Final List of Awardees	Division Loyalty Award Committee
August 18, 2026	Posting of the Final List of Awardees	Division Loyalty Award Committee Records Unit

LIST OF NAMES FOR NOMINATION
(As of December 31, 2026)

SCHOOL NAME: _____

NO.	Name of Personnel			Position	NO. OF YEARS ENTILED	DATE OF APPOINTMENT	NO. OF YEARS IN SERVICE	REMARKS
	SURNAME	FIRST NAME/ EXTENSION NAME	MIDDLE INITIAL					
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
** NOTHING FOLLOWS **								

Prepared By:

Administrative Officer II / HR-in-Charge

Certified Correct:

School Head