



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

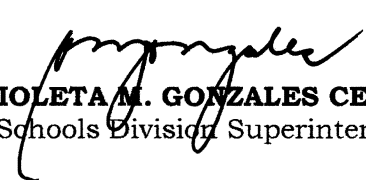
Office of the Schools Division
Superintendent

MEMORANDUM

2026 3RD QUARTER 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
All Others Concerned

1. This is in reference to Memorandum from Engr. Allan A. Cachuela, City Administrator and Chairman PRAISE Committee, dated September 1, 2026, announcing the opening of nominations for the 2026 3rd Quarter Search for Outstanding Employees, which recognizes city government officials and employees who exemplify in public service.
2. The Search aims to honor individuals or groups who have demonstrated outstanding performance, innovative, and impactful contributions, or exemplary ethical behavior.
3. All local personnel from various functional areas and levels of government service are encouraged to nominate qualified personnel.
4. All identified potential nominees must submit their accomplished forms and required documents to the Division Personnel Office/PRAISE Committee on or before **September 4, 2026, 2026**, to allow for evaluation and endorsement before the final deadline on **September 8, 2026**.
5. All nominations must be verified and validated by the Division Personnel Development Committee.
6. For inquiries, please contact **Ms. Ivy M. Romano**, Senior Education Program Specialist for the Human Resource Development, at sgod.hrd.muntinlupa@gmail.com.
7. 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
Under the following subject
SCHOOL EMPLOYEES AWARDS
AFS/ 2026 3RD QUARTER SEARCH FOR OUTSTANDING EMPLOYEES
350 September 3, 2026

UN-2026-350



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



TO : ALL DEPARTMENT HEADS/CHIEF OF OFFICES
FROM : PRAISE COMMITTEE
DATE : SEPTEMBER 1, 2026
SUBJECT : 2026 3RD QUARTER SEARCH FOR OUTSTANDING EMPLOYEES

We are happy to announce that the nominations for this year's **2026 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES (3RD QUARTER)** is now open. You may use the attached form for your nominations.

1. Departments or offices may nominate multiple candidates per quarter, subject to the tier indicated below:

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

2. The PRAISE Committee will select the top three (3) Outstanding Employees for the quarter
3. The nominee must meet **ONLY** the following qualifications:
- Must be a permanent or casual employee of the City Government of Muntinlupa for at least 1 year
 - Not found guilty of any administrative case or criminal case. (Anti-Graft Clearance)
 - Must be of good moral character. (Barangay Clearance)
 - Must have a performance rating of at least Very Satisfactory based on Individual Performance and Commitment Rating (IPCR) for at least two consecutive rating periods (June to November 2025 and December 2025 to May 2026)
4. Top three (3) Outstanding Employees per Quarter will receive a Plaque of Recognition and monetary incentive as follows:
- Rank 1 – P5,000
 - Rank 2 – P3,000
 - Rank 3 – P2,000
5. All top 3 Outstanding Employees per Quarter are automatically nominated to the Annual Search for Outstanding Employees. Top three (3) Outstanding Employees for 2026 will receive a grocery basket, hotel accommodation including breakfast voucher for two, a Plaque of Recognition and monetary incentive as follows:
- Rank 1 – P50,000
 - Rank 2 – P30,000
 - Rank 3 – P20,000
6. Departments or Offices who failed to submit their nomination must have a written explanation forwarded to the City Administrator's Office

CENTRAL RECORDS OFFICE

RECEIVED

BY: ROAN MORALES
DATE: 9/1/2026 TIME: 1:31



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



7. The nomination form may be accessed through <https://tinyurl.com/20263QOutstandingForm>. It must be fully accomplished and submitted with complete attachments: Anti-Graft Clearance, Barangay Clearance, Summary of Attendance for the last six (6) months (February 26, 2026 – August 25, 2026) to be used for the panel interview, and an updated Personal Data Sheet with a narrative highlighting the nominee's accomplishments, preferably supported by citations, photos, or testimonials. Copies of trainings/seminars certificates should **NOT** be attached in the nomination form.
8. Deadline of submission is on **SEPTEMBER 8, 2026** at the City Human Resources Management Department.

Thank you.


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



CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa

NOMINATION FORM
OUTSTANDING EMPLOYEES
(Third Quarter 2026)

Name : _____
(Mr/Ms/Mrs) (First name) (Middle name) (Last name)

Home Address : _____

Barangay : _____ Cellphone No. : _____

Age : _____ Birthday : _____ Civil Status : _____

Department/Office: _____

Position : _____ Salary Grade: _____

Performance Rating : (1) _____ (2) _____

Outstanding Accomplishments: _____

Department Head : _____ Date : _____

Signature over Printed Name

QUALIFICATIONS:

1. Must be a permanent or casual employee of the City Government of Muntinlupa of at least 1 year
2. Not found guilty of any administrative case or criminal case. (Anti-Graft Clearance)
3. Must be of good moral character. (Barangay Clearance)
4. Must have a performance rating of at least Very Satisfactory based on Individual Performance and Commitment Rating (IPCR) for at least two consecutive rating periods

CRITERIA FOR EVALUATION (to be used for the panel interview):

- | | | |
|--|---|-----|
| 1. Performance | - | 50% |
| a. Performance Rating - rating of at least Very Satisfactory based on IPCR for the last two rating periods (June to November 2025 and December 2025 to May 2026, as submitted to CHRMD). | | |
| b. Absences - Not more than 8 days (last 6 months: February 26, 2026 – August 25, 2026) | | |
| c. Tardiness - Not more than 10 times (last 6 months) | | |
| d. Flag Ceremony Attendance - Attended at least 85% of the total attendance (last 6 months) | | |
| 2. Innovations/Contributions (impact to Productivity) | - | 25% |
| a. Output - any creative ideas/suggestions or recommendations for improvement. | | |
| b. Efficiency - the nominee finishes and accomplishes targets in a very timely manner. | | |
| 3. Other Contributions (Impact to Community) | - | 10% |
| a. At least an active member or official of their community, or any civic organization. | | |
| b. Significant contributions to society | | |
| 4. Personality Traits | - | 15% |
| a. Human Relations - the nominee is amiable and approachable to his/her co-employees and others. | | |
| b. Good Habits - the nominee exhibits positive traits with regard to self and others as viewed by his/her co-employees and other people. | | |

SUBMISSION OF APPLICATION:

1. Properly and fully accomplished Nomination Form with complete attachments: Anti-Graft Clearance, Barangay Clearance, Summary of Attendance for the last 6 months, IPCR for the last 2 rating periods and Fully Accomplished Updated Personal Data Sheet with narrative of the highlights of the accomplishments of the nominee, preferably with the citations, photos or testimonials. Copies of trainings/seminars certificates should **NOT** be attached in the nomination form.
2. Must be submitted to the City Human Resource Management Department on/before **SEPTEMBER 8, 2026**.
3. Nominees will be called-in for interview by the PRAISE Committee.