



Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

April 05, 2017

### MEMORANDUM

To: OIC - Asst. Schools Division Superintendent  
Chief, CID/ SGOD  
Education Program Supervisors/ Coordinators/ District Supervisors  
Public Elementary and Secondary School Heads/ OICs  
Administrative Officer  
All Others Concerned

DepEd - MUNTINLUPA


RELEASED AR

DATE 4/10/17

### 2017 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES

Attached is a Memorandum from the City Administrator Office, **Engr. ALLAN A. CACHUELA** dated 03 April, 2017 regarding the nominations for 2017 Search for Quarterly Outstanding Employees is on April 15, 2017, for the information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

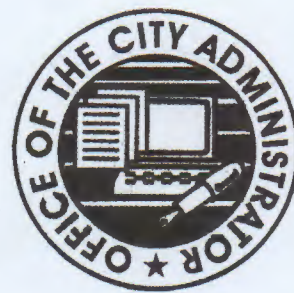
  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent



027250



# Republika ng Pilipinas Pamahalaang Lungsod ng Muntinlupa Kalakhang Maynila



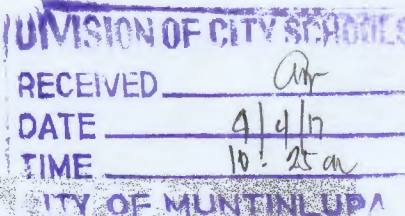
## OFFICE OF THE CITY ADMINISTRATOR

**TO :** ALL DEPARTMENT HEADS/ CHIEF OF OFFICES

**FROM :** PRAISE COMMITTEE

**DATE :** April 03, 2017

**SUBJECT :** 2017 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES



We are happy to announce that the nominations for this year's 2017 SEARCH FOR QUARTERLY OUTSTANDING EMPLOYEES (1<sup>ST</sup> QUARTER) are now open. You may use the attached form for your nominations.

1. Departments or Offices are encouraged to submit one (1) candidate for the quarter;
2. The PRAISE Committee will select the three (3) Most Outstanding Employees for the quarter;
3. The Nominee must meet the following qualifications:
  - a. Must be an employee of the City Government of Muntinlupa for at least 1 year, regardless of type of appointment (Regular, Casual, or Contractual).
  - b. Not found guilty of any administrative case or criminal case. (Grievance Clearance and Anti-graft Clearance)
  - c. Must be of good moral character.
4. All nominations must be submitted with 10 sets of the following for each member of the panel compiled in a white folder with a Table of Contents:
  - a. Accomplished Nomination Form
  - b. Updated Personal Data Sheet
  - c. Copy of submitted IPCR for the last two consecutive rating period
  - d. Proof of outstanding accomplishments
    - Narrative of the highlights of the accomplishment, Citations, Photos, or testimonials
  - e. Anti-graft Clearance
  - f. Certificate of Good Moral Character



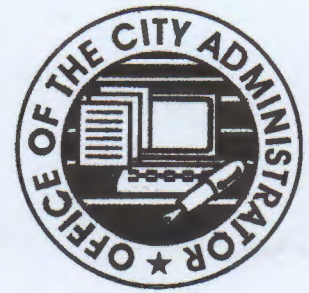
ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

# YAN ANG TAMA YAN ANG MUNTINLUPA



Republika ng Pilipinas  
Pamahalaang Lungsod ng Muntinlupa  
Kalakhang Maynila



**OFFICE OF THE CITY ADMINISTRATOR**

5. The following are the criteria used for evaluation:

- a. Performance - 50%
- Performance Rating – rating at least Very Satisfactory or its equivalent for the quarter (or, as submitted to CHRMD).
  - Absences - Not more than 8 days (last 6 months)
  - Tardiness - Not more than 6 times (last 6 months)
- b. Innovations/Contributions (impact to Productivity) - 20%
- Output - any creative ideas/suggestions or recommendations for improvement.
  - Efficiency - the nominee finishes and accomplishes targets in a very timely manner.
- c. Other Contributions (Impact to Community) - 15%
- At least an active member or official of their community, or any civic organization.
  - Significant contributions to society
- d. Personality Traits - 15%
- Human Relations - the nominee is amiable and approachable to his/her co-employees and others.
  - Good Habits - the nominee exhibits positive traits with regard to self and others as viewed by his/her co-employees and other people.

6. Deadline of submission is on April 15, 2017 at the City Human Resources Management Department.

Thank you.

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



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**



CITY GOVERNMENT OF MUNTINLUPA  
City of Muntinlupa

**NOMINATION FORM**

*Outstanding Employee*  
(First Quarter 2017)

Name : \_\_\_\_\_  
(Last) (First) (M.I)

Home Address : \_\_\_\_\_

Barangay : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Age : \_\_\_\_\_ Birthday : \_\_\_\_\_ Civil Status : \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position : \_\_\_\_\_ Salary Grade: \_\_\_\_\_

Performance Rating : \_\_\_\_\_ (Last 2 review period)

Outstanding Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended by : \_\_\_\_\_

Date : \_\_\_\_\_

**QUALIFICATIONS:**

1. Must be an employee of the City Government of Muntinlupa of at least 1 year, regardless of type of appointment (Regular, Casual, or Contractual).
2. Not found guilty of any administrative case or criminal case. (Grievance Clearance and Anti-Graft Clearance)
3. Must be of good moral character.

**CRITERIA FOR EVALUATION:**

- |  |            |
|--|------------|
| <b>1. Performance</b>  | <b>50%</b> |
| a. Performance Rating – rating at least Very Satisfactory or its equivalent for the quarter (or, as submitted to CHRMD).                 |            |
| b. Absences - Not more than 8 days ( <i>last 6 months</i> )  |            |
| c. Tardiness - Not more than 6 times ( <i>last 6 months</i> )  |            |
| <b>2. Innovations/Contributions (impact to Productivity)</b>   | <b>20%</b> |
| a. Output - any creative ideas/suggestions or recommendations for improvement.   |            |
| b. Efficiency - the nominee finishes and accomplishes targets in a very timely manner.   |            |
| <b>3. Other Contributions (Impact to Community)</b>  | <b>15%</b> |
| a. At least an active member or official of their community, or any civic organization.  |            |
| b. Significant contributions to society  |            |
| <b>4. Personality Traits</b>   | <b>15%</b> |
| 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 completely accomplished Nomination Form. (*above*)
2. Updated Personal Data Sheet with narrative of the highlights of the accomplishment of the nominee, preferably with the citations, photos or testimonials.
3. Must be submitted to the City Human Resource Management Department on/before **April 15, 2017**.
4. Nominees will be called in for interview by the PRAISE Committee Selection Team.