



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

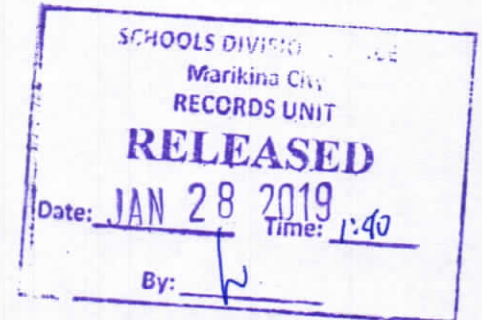
Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



January 25, 2019

**MEMORANDUM TO:**

Chief Education Supervisors, SGOD and CID  
Elementary/Secondary School Heads  
Division Administrative Staff/Personnel  
Public Schools



**SEARCH FOR MODEL EMPLOYEES FOR THE SEMESTER (July – December 2018)**

Please find the enclosed memorandum from the City Personnel Office on the same subject matter, the content of which is self-explanatory.

Particular attention is invited to pars. 1 and 2 of the said memorandum.

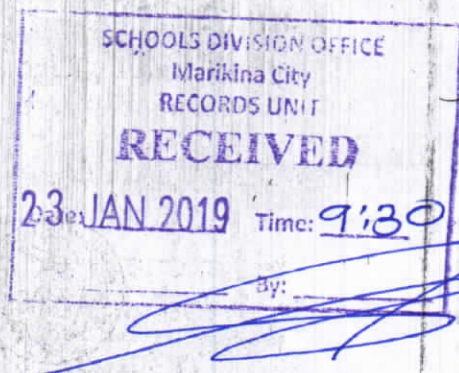
All qualified city paid employees under your jurisdiction are hereby encouraged to join the search.

**JOEL T. TORRECAMPO**  
Officer-in-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
**CITY OF MARIKINA**  
CITY PERSONNEL OFFICE

22 January 2019



MEMORANDUM

FOR : All Concerned


SUBJECT : **SEARCH FOR MODEL EMPLOYEES FOR THE SEMESTER (July-December 2018)**

The City Government of Marikina thru its City Personnel Office announces the search for Model Employees for the semester (July - December 2018) under two (2) categories, namely, 1<sup>st</sup> level and 2<sup>nd</sup> level.

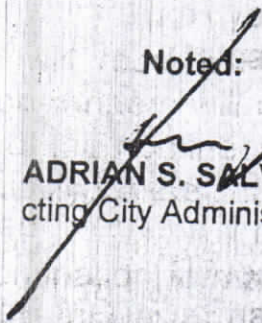
Winners for said categories will receive P10,000 worth of gift certificates and a bicycle. Non-winners will receive P1,000 worth of gift certificates each. Out of the nominees submitted, only ten (10) for each category shall qualify for the final screening.

We are attaching herewith nomination forms for the said search. Deadline of submission is on 31 January 2019.

All heads of departments shall be responsible for the proper dissemination and submission of their respective nominees.

  
**JANET S. OBISPO**  
City Personnel Officer

Noted:

  
**ADRIAN S. SALVADOR**  
Acting City Administrator



**LUNGSOD NG MAY MABUTING UGALI**  
**(CITY OF GOOD CONDUCT)**

STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1800 TEL. NOS.: 646-2360 TO 65 LOCAL 205; TELEFAX: 646-0365  
Email Address: [www.marikina.gov.ph](http://www.marikina.gov.ph)

PICTURE

REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA

CITY OF MARIKINA

SEARCH FOR MODEL EMPLOYEE FOR THE SEMESTER

NOMINATION FORM

Name of Nominee : \_\_\_\_\_

Position : \_\_\_\_\_

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

Length of Service in Government: \_\_\_\_\_

1. Nature of Work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Summary of Nominee's outstanding contributions/accomplishments that have made an impact in the operation of his/her department/office.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe the Nominee's exemplary behavioral performance, conduct, qualities in the performance of his/her duties and responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Punctuality and regularity in reporting for work and in attending official City functions and activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by

\_\_\_\_\_  
(Name/Signature of Dept./Office Head)