



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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September 11, 2019

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Elementary and Secondary Principals  
Officers-In-Charge  
Public Schools Only

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

SEP Date: 16 2019, Time: 11:25

By: \_\_\_\_\_

**CALL FOR NOMINATION FOR OUTSTANDING EMPLOYEE (Teaching, Teaching Related & Non-teaching Personnel) OF SDO MARIKINA CITY FY 2019**

Division Memorandum No. 270, s. 2016, Program on Awards and Incentives for Service Excellence (PRAISE) Manual, states that the submission of pertinent documents of schools' top nominees to the Division Office is scheduled every 1<sup>st</sup> week of September, however, this year the Division will extend the submission of top nominees and MOVs until **September 26, 2019**. All nomination submitted beyond the said date will not be accepted anymore.

Likewise, Unit Heads in the Division Office may endorse their nomination until 1<sup>st</sup> week of November, 2019.

For any queries on the criteria and MOVs for nomination, please refer to the above stated Memorandum.

Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent