



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 FEB 2023

DIVISION MEMORANDUM

No. 071 s. 2023

**CALL FOR BEST EMPLOYEE OF THE MONTH, JOB ORDER RECOGNITION,  
AND ON-THE-SPOT AWARDEE FOR FEBRUARY 2023**

To: Chief Education Supervisors  
Heads, Unit/Section  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under Resolution No. 010112 and CSC MC No. 01, S. 2001, DepEd Tayabas City endeavours to adopt and institutionalize the herein Program on Awards and Incentives for Service Excellence (PRAISE) through the Tayabas Gawad TULAY-Malasakit ng Magiting na Tayabasin(TGTMMT) Best Employee and Job Order Recognition of the Month.
2. Adopted from PRAISE, TGTMMT aims to encourage , recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behaviour, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity and for other extraordinary acts or services in the public interest.
3. Relative to this, this office releases the Call for Nomination for the above award/recognition. Each unit MUST have at least 2 Nominees (1 Job Order Wage Earner (JOWE) and 1 Employee on Permanent Status (Level 1 and 2). Please note of the following dates and activities, relative to the call:

Date	Activities
February 13-17	<ul style="list-style-type: none"><li>• Call for Nomination</li><li>• Decision-Making per Unit as to Nominees</li><li>• Submission of Name of Nominees</li></ul>
February 20-24	<ul style="list-style-type: none"><li>• Submission of Documents</li><li>• Consolidation of documents</li><li>• Initial Assessment</li><li>• Casting of Votes</li></ul>
February 27- March 3	<ul style="list-style-type: none"><li>• Deliberation</li><li>• Interview</li><li>• Recommendation of Awardees</li></ul>
March 6	<ul style="list-style-type: none"><li>• Awarding Ceremony</li></ul>



Brgy. PotoI, Tayabas City



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4. Accomplishments and attendance shall be from January 4-31 and February 1-10.
5. Wide dissemination and strict compliance of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent



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