



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. 072 s. 2023

**INDICATIVE TIMELINE OF ACTIVITIES FOR BEST EMPLOYEE AND JOB
 ORDER RECOGNITION FOR 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 Indicative Timeline of Activities for Best Employee of the Month and Job Order Recognition for 2023.
4. Attached is Enclosure 1 - Indicative Timeline of Activities for Best Employee of the Month and Job Order Recognition for 2023.
5. Wide dissemination and strict compliance of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent

Enc.

As stated

To be indicated in the Perpetual Index under the following subjects:

Human Resource
 Rewards and Recognition



Brgy. PotoI, Tayabas City



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<https://depedtayabas.com/>

Enclosure 1

Month	Coverage	Call for Nomination	Submission of Documents	Interview and Deliberation and Recommendation	Awarding Ceremony
January			No Submission		
February	Jan 4-31; Feb 1-10	Feb 13-17	Feb 20-24	Feb 27- March 3	Mar 6
March	Feb 13-28; Mar 1-10	Mar 13-17	Mar 20-24	Mar 27-31	April 3
April	Mar 13-31; April 3-5	April 10-14	April 17-21	April 24-28	May 8
May	April 10-30; May 2-12	May 15-19	May 22-26	May 29 – June 2	June 5
June	May 15-31; June 1-9	June 13-16	June 19-23	June 26-30	July 3
July	June 13-30; July 3-7	July 10-14	July 17-21	July 24-28	Aug 7
August	July 10-31; Aug 1-11	Aug 14-18	Aug 21-25	Aug 29-Sept 1	Sept 4
September	Aug 14-31; Sept 1-8	Sept 11-15	Sept 18-22	Sept 25-29	Oct 2
October	Sept 11-30; Oct 2-6	Oct 9-13	Oct 16-20	Oct 23-27	Nov 6
November	Oct 9-31; Nov 3-10	Nov 13-17	Nov 20-24	Nov 27- Dec 1	Dec 4
December	Nov 13-30; Dec 1-7	Dec 11-15	Dec 18-20	Dec 22	Jan 8, 2024

Date:

