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

14 FEB 2022

DIVISION MEMORANDUM  
No. 090 s. 2022

**CALL FOR BEST EMPLOYEE OF THE MONTH AND JOB ORDER RECOGNITION  
FOR FEBRUARY 2022**

To: OIC-Assistant Schools Division Superintendent  
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 Best Employee and Job Order Recognition of the Month.

2. Adopted from PRAISE, Tayabas Gawad TULAY-Malasakit 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 this Call for Nomination for the above award/recognition. Each unit shall have at least 2 Nominees (1 Job Order Wage Earner (JOWE) and 1 Employee on Permanent Status). Please note of the following dates and activities, relative to the call:

Date	Activities
February 14-18, 2022	<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 21-24, 2022	<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 28-March 4, 2022	<ul style="list-style-type: none"><li>✓ Deliberation</li><li>✓ Interview</li><li>✓ Recommendation of Awardees</li></ul>



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

March 7, 2022

✓ Awarding Ceremony

4. The following shall be submitted: 1. Nomination Form 2. Approved Individual AIP 3. Approved IPCRF 4. Monthly Accomplishment Report (whole month of January up to 1<sup>st</sup> 2 weeks of February) 5. Daily Time Record (whole month of January up to 1<sup>st</sup> 2 weeks of February)

5. Wide dissemination and strict compliance of this Memorandum is desired.

**GERLIE M. VILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Reference:

CSC MC No. 01, S. 2001

To be indicated in the Perpetual Index under the following subjects:  
Rewards and Recognition



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