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

2 JUNE 2021


## DIVISION MEMORANDUM

No. 220 s. 2021

**CALL FOR GAWAD TULAY-MALASAKIT BEST EMPLOYEE AWARD AND JOB  
ORDER RECOGNITION OF THE MONTH**

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 Best Employee 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 and 1 permanent). Deadline of submission and collection of nomination is June 14-18, 2021.
4. Attached are the Guidelines on the Institutionalization of Tayabas Gawad-Tulay Malasakit (Gawad Tulay-Malasakit Committee with Terms of Reference, Indicative Timeline of Activities, Eligibility Requirements, Criteria, and Document Requirements), wherein guidelines of the above-mentioned search are articulated.
5. Wide dissemination and strict compliance of this memorandum is desired.

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



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BEST EMPLOYEE OF THE MONTH/JOB ORDER RECOGNITION						
CRITERIA		INDICATORS				Means of Verification
		4	3	2	1	
<b>Attitude and Commitment</b>	<b>20%</b>					
Dedicated to fulfilling job responsibilities	5%	100% of target for the month was achieved	90% of target for the month was achieved	80% of target for the month was achieved	70% of target for the month was achieved	Monthly Accomplishment( Target versus
Demonstrates good customer service skills	5%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	Results of feedback (preceeding month of nomination)
Consistently dependable and is punctual in reporting to work/Including 'undertime'	5%	Never late/Never been goes undertime(0 tardiness/0 undertime within the month	Seldom comes late and seldom goes undertime (1 tardiness/1 undertime within the month)		Always comes late and always goes undertime 4 or more tardiness/4 or more undertime within the month)	DTR
Goes above and beyond the requirements of the job	5%	Always goes above and beyond the requirements of the job	Sometimes goes above and beyond the requirements of the job	Seldom goes above and beyond the requirements of the job	Never goes above and beyond the requirements of the job	Certification from the Unit Head
<b>Interpersonal Skills</b>	<b>20%</b>					
Displays a helpful, cooperative and positive attitude towards superiors and co-workers	4%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	Result of Feedback from colleagues in the unit where the nominee belongs
Consistently friendly and available to others	4%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	
Uses effective communication skills	4%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	
Demonstrates a team player attitude	4%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	
Assists voluntarily to co-workers in order to complete important unit / division projects	4%	3.26 - 4.0	2.51-3.25	1.76-2.5	1.0-1.75	
<b>Work Performance</b>	<b>20%</b>					
Knowledgeable of SDO Tayabas policies and procedures	4%	Knows all SDO policies and procedures fully well	Knows much about SDO policies and procedures	Knows only a little about SDO policies and procedures fully well	Does not know about SDO policies and procedures	Certification from the Unit Head of the nominee
Tactfully and calmly controls high stress situations	4%	Always maintains composure	Sometimes get frantic and panicky	Sometimes loses self-control	Always loses self-control	
Takes initiative	4%	Prepares plan for his/her initiated project; Communicates, implements, and monitors/evaluates it	Prepares plan for his/her initiated project; Communicates and implements it	Prepares plan for his/her initiated project; Communicates it	Prepares plan for his/her initiated project	
Requires little supervision	4%	Needs no supervision at work	Needs little supervision at work	Needs much supervision at work	Often needs much supervision at work	
Trains others and shows willingness to do so	4%	Shadows colleague/s , allows mistakes, and helps them do the necessary corrections	Shadows colleagues	Does the work of colleague/s	Makes colleagues guess a solution to their problems	
<b>Personal Traits</b>	<b>20%</b>					
Maintains an appropriate and neat personal appearance	4%	Always	Sometimes	Seldom	Never	Certification from the Unit Head of the nominee
Regularly wears the prescribed DepEd uniform and ID (for Career Positions)/ Appropriate attire (for Non-Career Positions )	4%	Always	Sometimes	Seldom	Never	
Acts in accordance to professional standards	4%	Always	Sometimes	Seldom	Never	
Conscientious and honest	4%	Always	Sometimes	Seldom	Never	
Manifests integrity on and off the job	4%	Always	Sometimes	Seldom	Never	
<b>People's Choice</b>						
70% - Internal Votes 30% (SDO Proper) - External Votes (Schools and LCs)	<b>20%</b>	91-100% vote	81-90% vote	71-80% vote	61-70% vote	Results of votes cast

APPROVED:  
  
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 Assistant Schools Division Superintendent  
 OIC- Office of the Schools Division Superintendent





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**INDICATIVE TIMELINE OF ACTIVITIES**

**BEST EMPLOYEE OF THE MONTH AWARD JOB ORDER RECOGNITION**

Activities	Date	Persons Involved
Submission of Nomination Forms and Means of Verifications	3 <sup>rd</sup> week of the preceding month	Nominators/Awards Committee
PRAISE Assessment/Validation Period	4th week of the preceding month (1 <sup>st</sup> 3 working days)	PRAISE
Submission of Names of Winners	4th week of the preceding month (Last 2 working days)	PRAISE
Recognition of Monthly Awardees	1 <sup>st</sup> Monday of the current month	Head of Office

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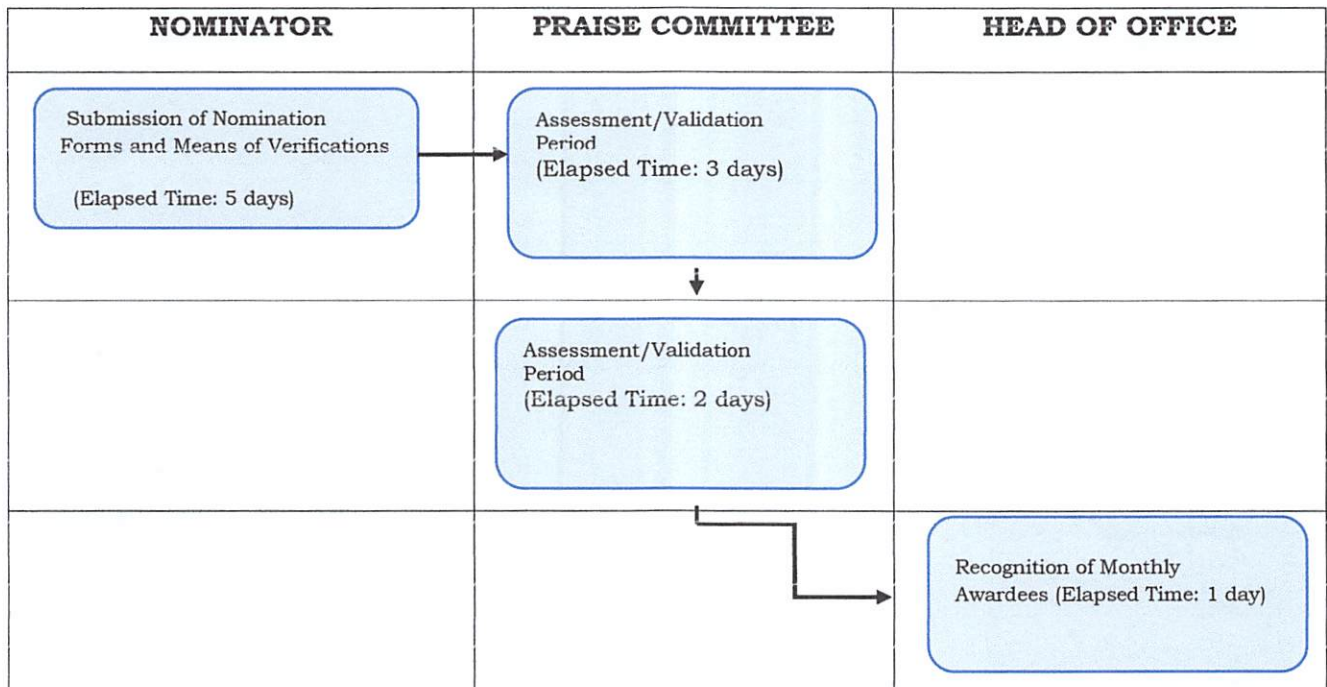
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**TAYABAS GAWAD TULAY-MALASAKIT**  
**ON-THE-SPOT AWARD (BEST EMPLOYEE OF THE MONTH/JOB ORDER RECOGNITION)**  
**PROCESS FLOW**



APPROVED:

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