



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

29 May 2023

DIVISION MEMORANDUM

No. 261 s. 2023

**RECONSTITUTION OF SDO TAYABAS PROGRAM ON AWARDS AND  
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE), THE GAWAD TULAY  
COMMITTEE AND SECRETARIAT**

To: OIC-Schools Division Superintendent  
Chief Education Supervisors  
EPS/Designated PSDSs  
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. 1, s. 2001, Schools Division of Tayabas City endeavors to adopt and institutionalize the herein GAWAD TULAY.

2. It shall strengthen the merit and rewards system, integrate all human resource development programs, that aims to establish mechanisms for identifying, selecting, rewarding, and providing non-monetary incentives to deserving employees for their outstanding accomplishments and innovations, best practices, positive behaviors, which help achieve DepEd's vision, mission, and values on a continuing basis.

3. In line with this, SDO Tayabas City reconstitutes its Program on Awards and Incentives for Service Excellence, the GAWAD TULAY, composed of the following:

**Chairperson** : ANTONIO P. FAUSTINO JR.  
*OIC-Assistant Schools Division Superintendent*

**Co-Chairpersons** : Imelda C. Raymundo, *CES-SGOD*  
Edwin R. Rodriguez, *CES-CID*  
Conrad C. Gabarda, *Administrative Officer V*

**Members** : Josefina R. Oabel, *Human Resource Management Officer II*  
Benjamin Millares, *Budget Officer III*  
Agnes Luzadas, *Accountant*  
Maria Corazon A. Borbon, *EPS*  
Christian J. Bables, *NEU Representative*  
Louie L. Fulleo, *NEU Representative*  
Juanito D. Domirez, *NEU Representative*  
Roderick M. Baasis (President, Teachers' Association)  
Wenda D. Saberola (President, PTA Federation)



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**Secretariat** : Luzviminda E. Saludaes, SEPS  
Jennelyn M. Mirandilla – AO II

2. **TERMS OF DUTY**

The GAWAD TULAY shall serve for a period of one year from the date of designation, subject to renewal at the discretion of the Head of Agency.

3. **FUNCTIONS OF THE GAWAD TULAY COMMITTEE**

The GAWAD TULAY Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system. As such, the committee shall meet periodically to perform the following tasks:

- a. Establish a system of incentives and awards to recognize and motivate employees for their performance;
- b. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- c. Determine the forms of awards and incentives to be granted;
- d. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- e. Prepare plans, identify resources and propose budget for the system on an annual basis;
- f. Develop and communicate a system policy and orient the employees on the same;
- g. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- h. Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th day of January;
- i. Monitor and evaluate the implementation of the rewards and recognition every year and make essential improvements to ensure suitability to SDO Tayabas;
- j. Address issues relative to awards and incentives within 15 days from the date of submission;
- k. Incorporate equal opportunity principles in the Gawad Tulay Rewards and Recognition System from formulation, nominations, screening and deliberations and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all; and
- l. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions.

4. **FUNCTIONS OF THE GAWAD TULAY SECRETARIAT**

The GAWAD TULAY Secretariat shall attend the committee meetings to coordinate, collaborate, and perform the following tasks:

- a. Note down minutes of meetings;
- b. Take part in the implementation of the GAWAD TULAY system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of Equal Opportunity Principle.

5. In addition, they shall perform duties, so that the GAWAD TULAY Committee can facilitate the attainment of the following, as prescribed under CSC MC No. 1, s. 2001:

- a. Develop customized R & R programs and guidelines;
- b. Develop tools that will track the efficiency of the R&R process; and



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- c. Ensure that EOP is applied in its contextualized rewards and recognition system.
6. The GAWAD TULAY Committee and Secretariat are expected to possess positive attitude; be capable of implementing submitted ideas; be open-minded; be decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.
7. This Memorandum shall take effect immediately.
8. Wide dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 09, s. 2002

To be indicated in the Perpetual Index

Under the following subjects:

Rewards and Recognition

SGOD – reconstitution of SDO Tayabas program on awards and incentives for service excellence (praise),  
the gawad tulay committee and secretariat  
NONE/May 29, 2023



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