



162020-074

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

20 OCT 2020

DIVISION MEMORANDUM

No. 27() s. 2020

**TRAINING ON THE INSTITUTIONALIZATION OF TAYABAS GAWAD TULAY-
MALASAKIT (GTM Committees)**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
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 Tayabas Gawad TULAY-Malasakit (GTM).

2. Relative to the above mechanisms, GTM Chairpersons and Members of Clustered Award Categories are hereby advised to attend a training-workshop on the institutionalization of Tayabas Gawad Tulay-Malasakit on **October 26**. Twenty (20) select personnel shall have a face-to-face session at the Main Building of the SDO Office while the rest shall attend through virtual platform.

The activity specifically aims to:

a. orient participants on the rationale and content of Tayabas Gawad Tulay-Malasakit, in relation to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);

b. work on specific criteria for each category based on the general guidelines; and

c. create the over-all timeline from preparation, to screening, to the Day of Rewards and Recognition, which happens **December 02, 2020**.

3. Participants to attend physically are advised to come to the venue before 8:00 AM, and to observe health protocols recommended by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases; those joining virtually are advised to log before 8:00 AM in the link provided.

4. Attached are the Enclosure 1 Program Matrix, Enclosure 2 List of Participants, Enclosure 3 Technical Working Committee (TWC), with their respective Terms of Reference, Enclosure 4 Proposed Composition of Committees for each award category, and the Groupings for the Virtual Group Session, with the link per classroom.



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Please be reminded that there shall be plenary sessions at the beginning and at the end of the day and virtual meeting by cluster, as indicated in the Program Matrix.

	CLASS CODE	GOOGLE MEET LINK
PLENARY SESSION	3kmecfa	https://meet.google.com/lookup/emcn3gr65g
CLUSTER 1- GAWAD TULAY MALASAKIT	3odvayn	https://meet.google.com/lookup/dcjfw63rxc
CLUSTER 2- GAWAD TULAY MALASAKIT	l52zhs4	https://meet.google.com/lookup/hbly7zq5fw
CLUSTER 3- GAWAD TULAY MALASAKIT	y6wredh	https://meet.google.com/lookup/fr7v4wsknr
CLUSTER 4- GAWAD TULAY MALASAKIT	zkoocd6	https://meet.google.com/lookup/hpzgw73r54
CLUSTER 5- GAWAD TULAY MALASAKIT	z65symv	https://meet.google.com/lookup/hdjedwf4zz
CLUSTER 6- GAWAD TULAY MALASAKIT	murucko	https://meet.google.com/lookup/byj27mteee
CLUSTER 7- GAWAD TULAY MALASAKIT	qn3shrz	https://meet.google.com/lookup/dztwlls5up

Participants are requested to do some readings relative to their respective proposed award category assignment, for a more fruitful discussion in the cluster.

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

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated



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Enclosure 1. **PROGRAM MATRIX**

*TRAINING ON THE INSTITUTIONALIZATION OF TAYABAS GAWAD TULAY-
MALASAKIT (GTM Committees)*
October 26, 2020

TIME	ACTIVITY	Person In-Charge
8:00 - 8:05	Prayer	AVP
8:05-8:10	Attendance Checking	Fideliza V. Luces
8:10-8:20	Inspirational Message (PLENARY SESSION)	ANIANO M. OGAYON SDS
8:20 - 8:30	Rationale and Objectives (PLENARY SESSION)	SGOD Chief Dr. Edwin R. Rodriguez
8:30 - 8:50	Presentation of Salient Points of Rewards and Recognition (PRIME-HRM)/ Presentation of Committees on Clustered Award Categories (PLENARY SESSION)	Fideliza V. Luces
8:50-9:00	Presentation of Indicative Activities (PLENARY SESSION)	Dr. Christian Bables
9:00 - 9:20	Setting of Directions for the Workshop (PLENARY SESSION)	Luzviminda E. Saldares
9:20-10:00	Start of Workshop (Setting of Specific Criteria for the Award Category (BY CLUSTER)	Dr. Christian Bables/Luzviminda E. Saldares
10:00-10:30	HEALTHY BREAK	
10:30-11:00	Continuation of Workshop on Specific Criteria (BY CLUSTER)	Luzviminda E. Saldares/ Dr. Christian Bables
11:00-12:00	Continuation of Workshop on Specific Criteria (BY CLUSTER)	Luzviminda E. Saldares/ Dr. Christian Bables
12:00 - 1:00	LUNCH BREAK	
1:00 - 3:00	Crafting of Timeline of Activities (Until Day of Rewards and Recognition on December 02, 2020)	Luzviminda E. Saldares/ Dr. Christian Bables
3:00 - 4:20	Presentation of Outputs of Select Award Categories (PLENARY SESSION)	Luzviminda E. Saldares/ Dr. Christian Bables
4:20 - 4:30	Closing Remarks (PLENARY SESSION)	ASDS Maylani L. Galicia



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Enclosure 2 **List of Participants**

*TRAINING ON THE INSTITUTIONALIZATION OF TAYABAS GAWAD TULAY-
MALASAKIT (GTM Committees)*

October 26, 2020

On Face-to-Face and Virtual Sessions

NO.	NAME	POSITION / DESIGNATION	SEX
1.	Aniano M. Ogayon	Schools Division Superintendent	M
2.	Maylani L. Galicia	OIC- Assistant Schools Division Superintendent	F
3.	Edwin R. Rodriguez	SGOD Chief	M
4.	Imelda C. Raymundo	CID Chief	F
5.	Conrado C. Gabarda	Administrative Officer V	M
6.	Josefina R. Oabel	Administrative Officer IV/ HRMO II	F
7.	Sherwin Quesea	Education Program Supervisor	M
8.	Georgia Talabong	Education Program Supervisor	F
9.	Sancho Calatrava	Education Program Supervisor	M
10.	Joseph Jay Aureada	Education Program Supervisor	M
11.	Christian Bables	Education Program Supervisor	M
12.	Mildred Galleno	Education Program Supervisor	F
13.	Richelle F. Quintero	Education Program Supervisor	F
14.	Louie Fulleo	Education Program Supervisor	M
15.	Joan Kathleen Brizuela	Education Program Specialist II	F
16.	Nicole May Lagar	Project Development Officer I	F
17.	Maria Corazon A. Borbon	Senior Education Program Specialist	F
18.	Fideliza V. Lucas	Senior Education Program Specialist	F
19.	Luzviminda E. Saldares	Education Program Specialist II	F
20.	Jayron Baer	ADA II (LGU-Funded)	M

On Virtual Sessions

1	Dr. Gener C. Delos Reyes	Representative (NAPSSH)	M
2	Jojo Oabel	Representative (Faculty Association)	M
3	Judith Romero	Representative (PTA Federation)	F
4	Generosa Zubieta	Education Program Supervisor	F
5	Teofila Ocumin	Education Program Specialist II	F
6	Marife O. Lagar	Planning Officer III	F
7	Benjamin A. Millares	Admin. Officer V/Budget Officer III	M
8	Agnes M. Luzadas	Accountant III	M
9	Ferex O. Zafranco	Administrative Officer II	F
10	Grasiela L. Hernandez	Administrative Assistant III	F
11	Kathleen J. Dazo	Administrative Assistant III	F
12	Jennelyn M. Mirandilla	Administrative Assistant III	F
13	Marilou Cuaterno	Administrative Assistant III	F
14	Natalio Panganiban	Administrative Assistant I	M
15	Joyce Anne Limbo	Administrative Assistant III	F



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16	Ermelo Escobinas	PDO II	M
17	Ma. Jobelle Malijan	Administrative Assistant III	F
18	Rosemarie E. Morales	Administrative Assistant III	F
19	Jeanette M. Buera	Administrative Assistant III	F
20	Edna Eclavea	Librarian II	F
21	Claribel C. Rada	Administrative Assistant II	F
22	Armeen Krystel F. Zubieta	Administrative Assistant II	F
23	Beatrice Salazar	Administrative Aide VI	
24	Joy Liwayway Aguila	Administrative Officer II	F
25	Joritz Phillip Cabriga	Administrative Officer II	M
26	Donnabelle F. Caagbay	Administrative Officer II	F
27	April Jean V. Songcaya	Administrative Officer II	F
28	Loveday Alyssa O. Oabel	Administrative Officer II	F
29	Kevin P. Ramiro	ADA II (LGU-Funded)	M
30	Jerome Javin	ADA III (LGU-Funded)	M
31	Larvin O. Labrada	HT I	M
32	Adrian N. Naynes	TIC	M
33	Cherry G. Hugo	Principal I	F
34	Ingrid A. Palad	Principal I	F
35	Corazon M. Oabel	Principal I	F
36	Girly A. Abaricia	Head Teacher II	F
37	Alona C. Crisanto	Principal II	F
38	Teresa E. Andaya	Principal I	F
39	Leonora L. De Rama	Principal II	F
40	Waldymar E. Pasacsac	Principal II	M
41	Arlene D. Pagana	TIC	F
42	Natalia A. Andaya	Head Teacher III	F
43	Luz A. Pacaigue	Head Teacher III	F
44	Rowena O. Sabiduria	Principal I	F
45	Roderick O. Hugo	Principal I	M
46	Jeffrey D. Dimailig	TIC	M
47	Elpidia C. Palayan	Principal II	F
48	Wenefredo B. Baylongo	Principal I	M
49	Michael M. Safred	Head Teacher III	M
50	Julietta M. Labita	Head Teacher III	F
51	Joy B. Go	Principal III	M
52	Ronan R. Ranillo	Principal I	M
53	Lea A. Cosico	Head Teacher III	F
54	Dennis O. Labita	Principal II	M
55	Leah C. Clado	Principal I	F
56	Honesto A. Caagbay, Jr.	Principal I	M
57	Evelyn R. Palambiano	Principal I	F
58	Cecilia Pingol	Asst. Principal II	F
59	Mary Grace Cabili	Principal I	F

Enclosure 3 **Technical Working Committee (TWC)**

TRAINING ON THE INSTITUTIONALIZATION OF TAYABAS GAWAD TULAY-MALASAKIT

October 26, 2020

Over all Chairperson: SDS Aniano M. Ogayon, CESO V
Co- chairpersons: ASDS Maylani L. Galicia
SGOD Chief Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Fideliza V. Luces, Luzviminda E. Saldares	<ul style="list-style-type: none"> Plan the conduct of the program Identify the resource speakers, facilitators, and TWG of the activity Prepare Training Design and Training Package Coordinate with Top Management regarding the activity
Planning	Marife R. Lagar	<ul style="list-style-type: none"> Plot the schedule of the activity.
Resource Speakers/Facilitators	Edwin R. Rodriguez Luzviminda E. Saldares Christian Bables	<ul style="list-style-type: none"> Lead the discussion of topics Facilitate workshop
Logistics	Fideliza V. Luces	<ul style="list-style-type: none"> Prepares logistics and other resources needed in the implementation of the learning and Development Manages the conduct of L&D. Gathers data and information and analyzes findings for recommendations for endorsement to SGOD Chief. Monitors and evaluates the conduct of L&D.



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Technical	Kevin P. Ramiro Jayron Baer	<ul style="list-style-type: none"> • Prepare/ collect and take charge of audio-visual presentations and material to be used during the activity. • Manage unexpected system glitches
Documentation	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Documents the opening until the closing program • Prepares and submits complete report (narrative report) • Submits copy of documentation report to the SEPS-HRD
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Prepares evaluation tool, conducts QATAME and gathers feedback
Moderator	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Hosts the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out conference
Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares certificates
Budget and Finance Committee	Benjamin A. Millares Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate • Provide oversight fiscal management and guidance in the conduct of the workshop

Enclosure 4 **PROPOSED COMMITTEE ASSIGNMENTS**

**INSTITUTIONALIZATION
OF TAYABAS GAWAD TULAY-MALASAKIT**

PRAISE and TAYABAS GAWAD TULAY-MALASAKIT COMMITTEE 2020

The Schools Division of Tayabas City **PRAISE and Tayabas Gawad TULAY-Malasakit** Committee is composed of the following:

- Aniano M. Ogayon, CESO V - Schools Division Superintendent;
- Maylani L. Galicia - Assistant Schools Division Superintendent
- Dr. Edwin R. Rodriguez - SGOD Chief
- Imelda C. Raymundo - CID Chief
- Benjamin A. Millares- Head of the Budget Unit
- Agnes M. Luzadas - Head of the Finance Unit
- Conrad C. Gabarda - Head of the Legal Unit
- Josefina R. Oabel - Human Resource Management Office
- Dr. Gener C. Delos Reyes, Jojo J. Oabel, Judith Romero - Representatives from the accredited employees union who shall serve for a period of two years

The Screening and Evaluation Committee Chairpersons/Co-Chairpersons and Members shall be composed of the following:

Cluster 1:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Outstanding Elementary School Teacher	Sherwin Quesea/Alona C. Crisanto	Jojo J. Oabel Joan Kathleen Brizuela Joy Liwayway Aguila
Outstanding Secondary School Teacher	Georgia Talabong/Evelyn R. Palambiano	Arlene D. Pagana Maria Corazon Borbon Joy Liwayway Aguila
Outstanding Elementary School Principal	Sancho Calatrava/Honesto A. Caagbay, Jr.	Joan Kathleen Brizuela Kathleen Dazo Joritz Phillip Cabriga
Outstanding Secondary School Principal	Georgia Talabong/Elpidia C. Palayan	Maria Corazon Borbon Kathleen Dazo Joritz Phillip Cabriga

Cluster 2:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Outstanding Education Program Supervisor	Conrad C. Gabarda/Leonora L. De Rama	Dr. Edwin R. Rodriguez Imelda C. Raymundo



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		Josefina Oabel Armeen Krystel F. Zubieta Donnabelle F. Caagbay
Outstanding Non-Teaching Personnel (Level 1)	Imelda Raymundo/Wenefredo Baylongo	C. B. Dr. Edwin R. Rodriguez Conrad C. Gabarda Josefina Oabel Armeen Krystel F. Zubieta
Outstanding Non-Teaching Personnel (Level 2)	Edwin R. Rodriguez/Dennis O. Labita	Imelda C. Raymundo Conrad C. Gabarda Josefina Oabel Armeen Krystel F. Zubieta

Cluster 3:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Outstanding Researcher (Elementary School)	Joseph Jay Aureada/Julieta M. Labita	Larvin O. Labrada Georgia Talabong Luzviminda E. Saldares Claribel C. Rada
Outstanding Researcher (Secondary School)	Joseph Jay Aureada/Michael M. Safred	Georgia Talabong Luzviminda E. Saldares Claribel C. Rada

Cluster 4:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Most Effective School Reading Program Implementer (Elementary School)	Christian Bables/Joy B. Go	Adrian N. Naynes Richelle F. Quintero Generosa Zubieta Jeanette M. Buera Edna Eclavea April Jean V. Songcaya
Most Effective School Reading Program Implementer (Secondary School)	Christian Bables/Ronan R. Ranillo	Jeffrey Dimailig Richelle F. Quintero Generosa Zubieta Jeanette M. Buera Edna Eclavea April Jean V. Songcaya
Most Effective School ELLN Implementer (K to 3 School)	Christian Bables/Teresa E. Andaya	Richelle F. Quintero Christian Bables **EPS-Math Jeanette M. Buera
Outstanding Campus Journalism Implementer (Elementary School)	Richelle F. Quintero/Waldymar E. Pasacsac	Girlie A. Abaricia Christian Bables Teofila Ocumin Jennelyn Mirandilla

Outstanding Campus Journalism Implementer (Secondary School)	Richelle F. Quintero/Ingrid A. Palad	Natalia A. Andaya Christian Bables Teofila Ocumin Jennelyn Mirandilla
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Cluster 5:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Best School-Based Management Implementer (Elementary School)	Maria Corazon Borbon/Dr. Gener C. Delos Reyes	Sancho Calatrava Marife O. Lagar Rosemarie E. Morales Ma. Jobelle Malijan
Best School-Based Management Implementer (Secondary School)	Maria Corazon Borbon/Leah C. Clado	Sancho Calatrava Marife O. Lagar Rosemarie E. Morales Ma. Jobelle Malijan
Outstanding DRRM Program Implementer (Elementary School)	Nicole May Lagar/Rowena O. Sabiduria	Ermelo Escobinas Marife Lagar Joyce Anne Limbo Loveday Alyssa O. Oabel
Outstanding DRRM Program Implementer (Secondary School)	Nicole May Lagar/ Lea Cosico	Ermelo Escobinas Marife Lagar Joyce Anne Limbo Loveday Alyssa O. Oabel

Cluster 6:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Best Performing Public Elementary School	Louie Fulleo/Cherry G. Hugo	Dr. Gener C. Delos Reyes Sherwin Quesea Maria Corazon Borbon Natalio Panganiban Grasiela Hernandez
Best Performing Public Secondary School	Louie Fulleo/Roderick O. Hugo	Sherwin Quesea Maria Corazon Borbon Natalio Panganiban Grasiela Hernandez

Cluster 7:

	CHAIRPERSONS/CO-CHAIRPERSONS	MEMBER/S
Barangay with Zero-Out-of-School-Youth (OSY)	Mildred Galleno/Mary Grace Cabili	Judith Romero Maria Corazon Borbon Teofila Ocumin



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		Nicole May Lagar Marilou Cuaterno
Natatanging Parangal (for organization)	Joan Kathleen Brizuela/Cecilia Pingol	Maria Corazon Borbon Teofila Ocumin Nicole May Lagar Marilou Cuaterno
Service Award	Josefina Oabel/Luz A. Pacague	Ferex Zafranco

The Tayabas TULAY-Malasakit Secretariat is composed of the following:

- Fideliza V. Luces - SEPS-HRTD
- Luzviminda E. Saludaes - EPs II
- Ferex Zafranco
- Beatrice B. Salazar
- Kevin Ramiro

Note:

For the Virtual Classroom Assignments, use the following guidelines:

1. Where the participant is assigned as Chairperson or Co-Chairperson, in the cluster, he/she enters the classroom assigned to that cluster (i.e. when he/she is likewise assigned as member in other cluster/s; and
2. Where participant is assigned as member, he/she enters the classroom assigned to that cluster.



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