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

23 JULY 2021

DIVISION MEMORANDUM
No. 309 s. 2021

**RECONSTITUTION OF THE TAYABAS GAWAD TULAY-MALASAKIT (TGTM)
COMMITTEE AND SECRETARIAT**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Public Elementary and Secondary School Heads
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 endeavors to adopt and institutionalize the herein Program on Awards and Incentives for Service Excellence (PRAISE), through Tayabas Gawad Tulay-Malasakit (TGTM).

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 and or monetary incentives, subject to availability of funds, 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, the Schools Division of Tayabas City reconstitutes its TGTM Committee and Secretariat, composed of the following:

Chairperson : Antonio P. Faustino Jr.
OIC-Assistant Schools Division Superintendent

Co-Chairpersons : Edwin R. Rodriguez, CES SGOD
Imelda C. Raymundo, 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, *SEPS-M&E*
Sancho C. Calatrava (Level 2, NEU Representative)
Mildred Z. Galleno (Level 2, NEU Alternate)
Jeanette M. Buera (Level 1, NEU Representative)
Grasiela L. Hernandez (Level 1, NEU Alternate)
Democrito C. Cabile Jr. (President, Teachers' Association)
Wilfredo O. Villa (President, PTA Federation)



Brgy. Poto, Tayabas City



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Secretariat : Luzviminda E. Saludaes, SEPS – HRD
Jennelyn M. Mirandilla – ADAS III

2. TERMS OF DUTY

The TGTM Committee and Secretariat shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.

3. FUNCTIONS OF THE TGTM Committee

The TGTM 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 and conduct;
- b. Formulate, adopt and amend internal rules, policies, and procedures to govern the conduct of 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; monitor the implementation of approved suggestions and ideas through feedback and reports;
- 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, produce, distribute a System policy manual 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 on the awards and incentives system top the CSC on or before the thirtieth day of January;
- i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure the suitability to this agency;
- j. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

In addition, the TGTM Committee shall have the following duties 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
- c. Ensure that Equal Opportunity Principle (EOP) is applied in its contextualized rewards and recognition system.

4. FUNCTIONS OF THE TGTM SECRETARIAT

The TGTM Secretariat shall perform the following:

- a. Prepare memoranda, notices, and agenda for convening, screening and deliberations/meetings of TGTM;
- b. Document and maintain database of TGTM deliberations, including pertinent records and travel documents;
- c. Assist nominees in the preparation/accomplishment of needed documentary requirements; and
- d. Provide assistance to the TGTM in performing their functions in the rewards and recognition system of the SDO.



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5. The TGTm Committee and Secretariat are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.
6. This Memorandum shall take effect immediately.
7. 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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