

#### 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)

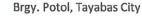
Mildred Z. Galleno (Level 2, NEU Alternate) Jeanette M. Buera (Level 1, NEU Representative) Grasiela L. Hernandez (Level 1, NEU Alternate)

Democrito C. Cabile Jr. (President, Teachers' Association)

Wilfredo O. Villa (President, PTA Federation)







(042) 710-0329 or 797-0773











### Republic of the Philippines

## Aepartment of Education

CILL SCHOOLS DIVISION OF THE CITY OF TAYABAS RECION IV-A CALABARZON

23 JULY 2021

s. 2021 500 DIVISION MEMORANDUM

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

All Others Concerned Public Elementary and Secondary School Heads Heads, Unit/Section Chief Education Supervisors OIC- Assistant Schools Division Superintendent :OT

Gawad Tulay-Malasakit (TGTM). Program on Awards and Incentives for Service Excellence (PRAISE), through Tayabas S. 2001, DepEd Tayabas City endeavors to adopt and institutionalize the herein Awards System (ESIAS) provided under Resolution No. 010112 and CSC MC No. 01, In line with the Revised Policies on Employees Suggestions and Incentive

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

Committee and Secretariat, composed of the following: In line with this, the Schools Division of Tayabas City reconstitutes its TGTM

: Antonio P. Faustino Jr.

Chairperson

OIC-Assistant Schools Division Superintendent

Co-Chairpersons

Conrad C. Gabarda, Administrative Officer V Imelda C. Raymundo, CES, CID

: Edwin R. Rodriguez, CES SGOD

: Josefina R. Oabel, Human Resource Management Officer II

Benjamin Millares, Budget Officer III

Members

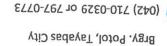
Jeanette M. Buera (Level I, NEU Representative) Mildred Z. Galleno (Level 2, NEU Alternate) Sancho C. Calatrava (Level 2, NEU Representative) Maria Corazon A. Borbon, SEPS-M&E Agnes Luzadas, Accountant

Wilfredo O. Villa (President, PTA Federation) Democrito C. Cabile Jr. (President, Teachers' Association) Grasiela L. Hernandez (Level 1, NEU Alternate)



tayabas.city@deped.gov.ph











#### 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)

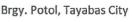
Grasiela L. Hernandez (Level 1, NEU Alternate)

Democrito C. Cabile Jr. (President, Teachers' Association)

Wilfredo O. Villa (President, PTA Federation)













Secretariat

: Luzviminda E. Saludares, 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;
- Formulate, adopt and amend internal rules, polices, and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 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;
- 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.















- 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









(042) 710-0329 or 797-0773