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

19 NOV 2020

DIVISION MEMORANDUM
No. 315 s. 2020

CALL FOR GAWAD TULAY-MALASAKIT NOMINATION FOR 2020

To: OIC - Assistant Schools Division Superintendent
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, coined, alternatively as Gawad Tulay-Malasakit.

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 through the School Governance and Operations Division (SGOD) releases this Call for Nomination for the different Award Categories. Deadline of submission and collection of pertinent documents relative to the nominations shall be on **November 26-27, 2020**.

4. Attached is Enclosure 1 – Guidelines on the Institutionalization of Tayabas Gawad-Tulay Malasakit (PRAISE and Gawad Tulay-Malasakit Committee, GTM TWG with Terms of Reference, Indicative Timeline of Activities, Eligibility Requirements, Criteria, and Document Requirements). Likewise, this document and the editable GTM forms and other tools may be downloaded from <https://tinyurl.com/GuidelinesForms-GawadTulay>.

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

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Enc. As stated.



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Enclosure 1

GUIDELINES ON THE INSTITUTIONALIZATION OF TAYABAS GAWAD TULAY-MALASAKIT

I. INTRODUCTION

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** – the Schools Division Award coined with reference to the longest Spanish Bridge in the Philippines, **TULAY** (Tagumpay ng Kabataan, Uusbong, Lalago at Aalab dahil sa Yamang Talino at Malasakit ng Kawani ng Sangay ng Lunsod ng Tayabas, the **Puente de Malagonlong** and **Malasakit**, associated with Filipino values such as hospitality, concern, and compassion.

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.

Hence, there is a need for the constitution of **Tayabas Gawad TULAY-Malasakit** Committee and the implementation of its provisions.

Tayabas Gawad TULAY-Malasakit shall adhere to the principles of providing incentives and awards.

Likewise, awardees of **Tayabas Gawad TULAY-Malasakit** may be considered for nominations to CALABARZON's Gawad Patnugot or to any other search by the Civil Service Commission.

Studies show that the greater the emphasis on specific aspects of teacher, non-teaching personnel, and school appraisal and feedback, the greater the change in their practices to improve the organization. In the light of such findings, **Tayabas Gawad TULAY-Malasakit** is assumed to be an effective framework for the evaluation of individuals and groups in the organization.

Personnel and School nomination and evaluation with a view to organization growth may focus on providing useful information for making and monitoring improvements and can support school principals and teachers (Van de Grift and Houtveen, 2006). Appraisal, awards and recognition of personnel and subsequent feedback can also help stakeholders to improve schools through more informed decision making (OECD, 2005).



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Such improvement efforts can be driven by objectives that consider schools as learning organisations which use evaluation to analyse the relationships between inputs, processes and, to some extent, outputs in order to develop practices that build on identified strengths and address weaknesses that can facilitate improvement efforts (Caldwell and Spinks, 1998).

Identifying strengths and weaknesses, making informed resource allocation decisions, and motivating actors to improve performance can help achieve policy objectives such as school improvement, school accountability and school choice.

The institutionalization of **Tayabas Gawad Tulay-Malasakit** the external appraisal and evaluation framework of the Division Office, the schools and their personnel shall be an opportunity to gather and analyse data for policy makers and administrators to raise performance and to target specific areas of school education.

II. OBJECTIVES

Anchored on the mechanism of PRAISE, the **Tayabas Gawad Tulay-Malasakit** aims to:

1. establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving employees and institutions for their outstanding accomplishments and innovations, and best practices, on a continuing basis;
2. providing useful information for monitoring and evaluating improvements for internal and external stakeholders for informed decision-making; and
3. establish a mechanism for nomination outside the Schools Division of Tayabas City.

III. SCOPE

The mechanism of **Tayabas Gawad Tulay-Malasakit** shall apply to all officials and employees in the career and non-career service, including public elementary and secondary teachers, non-teaching personnel, and public schools of the Schools Division of Tayabas City, including its partner individuals and groups.

IV. DEFINITION OF TERMS

- ◆ **AWARD** – recognition which may be monetary or non-monetary conferred on an individual or a group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behaviour, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
- ◆ **CAREER** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determine as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.



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- ◆ **CONTRIBUTION** – any input which can be in the form of an idea or performance.
- ◆ **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

- ◆ **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

- ◆ **INCENTIVE** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

- ◆ **INVENTION**- the creation of something previously non-existent which will benefit the government

- ◆ **NON-CAREER**- positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual test of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

- ◆ **PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

- ◆ **SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

- ◆ **SYSTEM** – the agency awards and incentives program for employees.

V. PRAISE and TAYABAS GAWAD TULAY-MALASAKIT COMMITTEE

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



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- 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 Chairman 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 Josefina Oabel Armeen Krystel F. Zubieta Donnabelle F. Caagbay
Outstanding Non-Teaching Personnel (Level 1)	Imelda Raymundo/Wenefredo C. Baylono	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)	Mildred Galleno/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

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 Aldwin Capistrano Joyce Anne Limbo Loveday Alyssa O. Oabel
Outstanding DRRM Program Implementer (Secondary School)	Nicole May Lagar/ Lea Cosico	Ermelo Escobinas Marife Lagar Aldwin Capistrano 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 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. Pacaigue	Ferex Zafranco

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

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

GAWAD TULAY-MALASAKIT TECHNICAL WORKING GROUP

Committee	Roles and Responsibilities
Over-all Chairperson Schools Division Superintendent	<ul style="list-style-type: none"> ▪ Approves List of Awardees
PRAISE Committee: ASDS;SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit, Legal Unit	<ul style="list-style-type: none"> ▪ Review nomination forms ▪ Screen and evaluate documents ▪ Conduct Final Panel Interview ▪ Finalize List of Awardees
PRAISE Secretariat: SEPS-HRTD; EPs for HRTD	<ul style="list-style-type: none"> ▪ Prepare documents (Memorandum, transmittal) and forms ▪ Coordinate meetings ▪ Record Submissions ▪ Document proceedings and meetings ▪ Lead the awarding ceremony
Chairperson of each Clustered Category:	<ul style="list-style-type: none"> ▪ Lead the committee-in-charge of each category ▪ Lead the screening and evaluation of all nominations <ul style="list-style-type: none"> ➤ completeness of documentary requirements ➤ correctness of the documents/accomplishments vis-à-vis requirements ▪ Lead in the preparation of documents for the shortlist of nominations ▪ Lead committee in the on-site validation ▪ Recommend the final list of nominees to the PRAISE Committee
Members of each Clustered Category	<ul style="list-style-type: none"> ▪ Collaborate with their respective chairperson for the clustered category, in all activities

**VI. INDICATIVE TIMELINE OF ACTIVITIES FOR TAYABAS GAWAD
TULAY-MALASAKIT 2020**

Activities	Date	Persons Involved
Preparation of Documents and Forms	August 24-28	SEPS-HRTD; EPs for HRTD
Meeting of PRAISE Committee, Screening and Evaluation Committee, and PRAISE Secretariat	October 26	ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit; Chairpersons, Co-Chairpersons and Members of the Committee per category
Training-Workshop for Setting of Specific Criteria per Award Category	November 10	ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit; Chairpersons, Co-Chairpersons and Members of the Committee per category
Call for Nomination	November 20	SEPS-HRTD; EPs for HRTD
Submission/Collection of Nomination Papers	November 26-27	SEPS-HRTD; EPs for HRTD
Screening/Shortlisting/Evaluation of Nomination Papers	December 1-3	<p>PRAISE Committee:</p> <p>ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit</p> <p>Screening and Evaluation Committee:</p> <p>Chairpersons, Co-Chairpersons and Members of the Committee per category</p> <p>Secretariat:</p> <p>SEPS-HRTD; EPs for HRTD</p>

Demonstration Teaching (For Outstanding Teachers only)	December 7-9	Committee on Search for Outstanding Teachers; Education Program Supervisor/s other than the chairperson or member/s of the category (based on Learning Area to be demonstrated)
On-Site Validation	December 7-11	PRAISE Committee, Screening and Evaluation Committee, Secretariat
Final Panel Interview	December 14-15	PRAISE Committee: ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit, School Heads, Members of the Award Category Committee Secretariat: SEPS-HRTD; Eps for HRTD
Submission of Final List of Awardees to the SDS	January 6	Secretariat: SEPS-HRTD; Eps for HRTD
Preparation for the Day of Awards and Recognition	January 7-12	Secretariat: SEPS-HRTD; Eps for HRTD
Awarding Ceremony	January 15	SGOD Chief SEPS-HRTD; EPs for HRTD

VII. ELIGIBILITY REQUIREMENTS OF NOMINEES

Nominated teaching and non-teaching personnel, Instructional leaders, schools, barangays, will be evaluated based on their outstanding accomplishments and must meet the following qualifications:

Individual Categories

1. Filipino Citizen, active in the service and have rendered for not less than three (3) years of continuous government service as of deadline of nomination's submission.



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Nominee's accomplishments which he/she is being recognized should also have been undertaken within the last three years immediately prior to the nomination and have been continuously carried out by the nominee during the said period.

2. Must not be on leave at the time of the Search.
3. Must have obtained at least VERY SATISFACTORY performance ratings for the last three (3) years. (Copy of the rating forms (IPCR/OPCR) should be attached to the nomination folder)
4. Has not been subjected to any form of disciplinary actions.
5. No pending administrative, criminal and civil case filed.
6. No Notice of Disallowance from COA

School Categories

1. Certification signed by the Administrative Officer V (Personnel of SDO) that the School nominee has obtained at least VERY SATISFACTORY performance ratings for the last two (2) years (OPCRF).
2. Certification of No Unliquidated Cash Advances and No Disallowance for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant.
3. In case of unliquidated cash advances and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

VIII. CRITERIA FOR STAGE 1 VALIDATION

A. Individual Category:

Outstanding Teacher (elementary, high school), Outstanding Principal (elementary, high school), Outstanding Education Program Supervisor, Outstanding Non-Teaching Personnel (Level 1&2), Outstanding Researcher Awards.

1. Performance Rating (IPCRF/OPCRF) – **30points**
2. Significant Accomplishment/s – **15points**
Project/Work Accomplished, number of strategies/activities done that have significantly impacted the performance of the school, number of accomplished work/projects that benefited the community. The role of TEA Governance must be highlighted.
3. Impact of Accomplishments – **25 points**



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Scope/Replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator

4. Innovation -20points

Original, creative programs, project, activities made in the last three (3) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator. The role of TEA Governance must be highlighted.

5. Awards and Membership – 10points

Major awards/citations received relevant to the category and active membership in a reputable professional organization.

B. School Categories:

Most Effective School Reading Program Implementer (elementary school, high school)
Most Effective School ELLN Implementer (K-3 elementary school)
Best School-Based Management Implementer (elementary school, high school)
Outstanding Campus Journalism Program Implementer (elementary school, high school)
Outstanding Brigada Eskwela Implementer (elementary school, high school)
Best Performing Public Elementary and High Schools
Outstanding Division DRRM Program Implementer, Outstanding Youth Formation Program Implementer

1. Performance Rating (OPCRF) – 30 points

2. Significant Accomplishment/s – 15 points

Project/Work Accomplished, number of strategies/activities done that have significantly impacted the performance of the school and the organization as well.

3. Impact of accomplishments – 25points

Scope/replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator

4. Innovation – 20 points

Original, creative programs, project, activities made in the last two (2) years in connection to the award category and the extent to which it/they is/are being used with results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator

5. Awards and Membership – 10 points

Major awards/citations received in connection to the award

C. Special Category:

1. Barangay with Zero Out-of-School Youth

- Sustainability of the Program / Project – **40 points**

The barangays programs and projects support the learners in a particular period of time

- Innovativeness of programs/ projects – **20 points**

The programs and projects are unique and benefitted majority of learners.

- Partnership with stakeholders – **40 points**

The initiated program and project involve various stakeholders.

2. Natatanging Parangal

- Impact to Organization – **50 points**

Description of the Project/Work Accomplished, Activities done that have significantly impacted the performance of the organization as well. The activities / events or service should not be part of the nominee's job description or duties and the members cannot receive any monetary or personal benefits from their involvement. The organization should have also demonstrated how it embodies and instills the TEA Governance principle.

- Impact to Community – **50 points**

Problems addressed, people / office benefited, and its impact to the community.

Note: For the 2020 Search, the following modifications are made:

1. Nominee's accomplishments which he/she is being recognized should also have been undertaken within the last **three (3) years** immediately prior to the nomination and have been continuously carried out by the nominee during the said period. (Changed from **3 years to 1 year**; however, the length of years of implementation may still be a factor to bag an award.)

2. For Best SBM Implementer: Schools on Level 1-(Developing) SBM Level of Practice (NOT Level 2) may join the search; Cut-off score for Stage 1 is 75 (NOT 85); and

3. For Best DRRM Implementer: No other criteria but those already included in the Criteria for Best School Disaster Risk Reduction and Management (DRRM) Implementer 2020, shall be used.

IX. REQUIRED NOMINATION DOCUMENTS

Each nomination requires the submission of one (1) original nomination folder containing the fully- accomplished Gawad TULAY-Malasakit nomination form and other documentary requirements, and two (2) additional copies of the original nomination folder.



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A. Completely Filled-out Gawad TULAY-Malasakit Nomination Form (Maximum of 10 pages including Executive Summary and Nomination Write-up)

- Gawad Tulay-Malasakit (GTM) Nomination Form 1- Nomination for the individual categories: Outstanding Teacher, Outstanding Principal, Outstanding EPS, Outstanding Teaching and Non-Teaching Personnel (Levels 1 & 2)
- Gawad TULAY-Malasakit (GTM) Nomination Form 2 – Nomination Form for the school category: Most Effective School Reading Program Implementer. Most Effective School ELLN Implementer, BeSt School-Based Management Implementer. Outstanding Campus Journalism Program Implementer, Outstanding Brigada Eskwela Implementer, Outstanding Youth Formation Program Implementer
- Gawad TULAY-Malasakit (GTM) Nomination Form 3 - Nomination Form for the special category: Barangay with Zero OSY, Natatanging Parangal

B. Nominee's updated Form 212 or Personal Data Sheet with passports size photo with name tag taken during the last six months prior to the nomination (For Individual Category only).

C. Self-certification of No Pending Administrative, Civil and Criminal Case for individual Category only)

D. Certification signed by the Administrative Officer V/IV (Personnel) that the nominee has obtained VERY SATISFACTORY performance ratings (IPCRF) for the last three (3) years for the individual category and VERY SATISFACTORY performance rating (OPCRF) for the last two (2) years for the school. Copy of the rating forms should be attached to the nomination folder, except for Barangay with Zero OSY and Natatanging Parangal nominations.

E. Copy of the recent CSC appointment (For Individual Category Only)

F. Authenticated and updated PRC License (For Individual Category only)

G. Copy of the SEC Registration (For Natatanging Parangal only)

H. Certification of No Unliquidated Cash Advances and No Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant. (For Principals and Schools Categories only) *(May be deferred.)*

I. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor. *(May be deferred.)*

Each Completely-filled up nomination form should be accompanied by a write- up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Century Gothic font # 11

The Nomination form and documentary requirements should be placed in legal size folder (white color). Hard-bound and creative covers are discouraged. Copies of annual reports,



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Recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder. Only required documents must be submitted.

XI. Write-up Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years for the individual nominees and two years for the school and SDO nominees. Presentation of accomplishments or norms manifested should be in order of significance, complete with description. Justifications and should adhere to the following pointers:

- Use specific terms, Define/ clarify terms such as “assisted”. “contributed” or “facilitated”.
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form:
- Present impact of accomplishments by including problems addressed, people/office benefited and/or transactions facilitated.

B. The following information must be adequately provided:

- For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate cite justifications on why the accomplishments are considered exceptional or extraordinary.

Limitation on Nomination

- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper. Century Gothic #11 font) to include the summary of accomplishments, impact and other information
- An employee or school should be nominated to only one award category.
- Tayabas Gawad TULAY-Malasakit awardees are those who have been previously conferred with any of the award categories after three years from the conferment of his/her awards provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

XII. Procedure for Nomination

Nomination to the Search may be done by officials, schools within the DepEd Tayabas City. The following are the steps on how to nominate outstanding instructional leaders, teaching and non – teaching employees, schools, and organizations.

A. For individual category nomination:

- Schools are expected to nominate theirs exemplars. Each employee shall only have one nominee in every award category.



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- The School PRAISE committee shall be responsible for preparing reviewing and preparing the nomination folder of the official or employee being nominated for the approval of the head of office.
- The Office Head shall approve the submission of the nomination.

B. For school category nomination:

- Schools are expected to nominate their exemplars. Each school shall only have one nominee in every award category.
- The School PRAISE committee shall be responsible for preparing reviewing and preparing the nomination folder of the official or employee being nominated for the approval of the head of office.
- The Office Head shall approve the submission of the nomination.

XIII. Procedure for Screening and Evaluation

The SDO Tayabas City through the Tayabas Gawad TULAY-Malasakit Committee shall create 6 clusters of Selection Committee, composed of 3-5 members for each clustered award categories composed of the Assistant Schools Division Superintendent, Functional Division Chiefs and Unit Heads, Education Program Supervisors, Education Program Specialists. Full-fledged principals with no nomination may also be enjoined as members of the screening committee.

The Selection Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishments/s presented. It shall shortlist qualified nominees based on Sections VIII-X of the Guidelines.

Only those who pass the Stage 1 evaluation shall be subjected to on-site validation. They shall receive communication on the further details of the next stage of the search,

Please refer to the Search Timeline.

XIV. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up clearance and other required documents). Nominations with **incomplete** documents shall **no longer** be processed.

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.



Brgy. Poto, Tayabas City



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<https://depedtayabas.com/>



XV. Submission of Nomination


Nominations to the **TAYABAS GAWAD TULAY-MALASAKIT** must be submitted to the SGOD Office, **not later than November 27, 2020.**

Attention: Human Resource Development Unit.

Prepared and Initiated by:


LUZVIMINDA E. SALUDARES

Reviewed by:


DR. EDWIN R. RODRIGUEZ
SGOD Chief

Recommending Approval:


MAYLANI L. GALICIA
OIC- Assistant Schools Division Superintendent

APPROVED:

ANIANO M. OGAYON
Schools Division Superintendent