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

16 MAY 2022

DIVISION MEMORANDUM
No. 319 s. 2022

**CALL FOR BEST EMPLOYEE OF THE MONTH AND JOB ORDER RECOGNITION
FOR MAY 2022**

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 Best Employee and Job Order Recognition of the Month.

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 releases this Call for Nomination for the above award/recognition. Each unit and section shall have the **accomplishment report for the Month of April** uploaded in a link through the secretariat of each functional division.

4. The Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin (TGTMMT) Committee shall decide on the nominations based on merit of accomplishments for **April 2022**.

5. After the TGTMMT Committee shall have decided on the nominees, the latter shall submit the following: 1. Nomination Form 2. Approved Individual AIP 3. Approved IPCRF 4. Monthly Accomplishment Report (whole month of March up) 5. Daily Time Record (whole month of March up to 1st 2 weeks of April) 6. Rating Sheet of Unit Head.

Please note of the following dates and activities, relative to the call:

Date	Activities
May 16-20, 2022	✓ Call for Nomination ✓ Uploading of Accomplishment Report of each personnel, for April



Brgy. Poto, Tayabas City



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<https://depedtayabas.com/>

	✓ Submission of Name of Nominees
May 23-27, 2022	✓ Submission of Documents of the nominees ✓ Consolidation of documents ✓ Casting of Votes
May 30-June 3, 2022	✓ Deliberation ✓ Interview ✓ Recommendation of Awardees
June 6, 2022	✓ Awarding Ceremony

6. Wide dissemination and strict compliance of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

Reference:
CSC MC No. 01, S. 2001

To be indicated in the Perpetual Index under the following subjects:
Rewards and Recognition