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

09 JUN 2022

DIVISION MEMORANDUM

No. 369 s. 2022

**ISSUANCE OF POLICY GUIDELINES ON REWARDS AND RECOGNITION OF THE
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS 2022**

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

1. The City Schools Division of Tayabas endeavors to adopt and institutionalize the herein Program on Wards and Incentives for Service Excellence (PRAISE) through the **Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin (TGTMMT)**, anchored on the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under Resolution No. 010112 and CSC MC No. 01, s.2001.
2. In line with this, the Approved Policy Guidelines on Rewards and Recognition of the City Schools Division of the City of Tayabas 2022 is hereby issued.
3. Teaching, teaching-related and non-teaching personnel and all concerned are enjoined to implement the provisions of the policy.
4. School Heads are hereby advised to lead the constitution their respective PRAISE Committee, comprising of teaching, teaching-related, non-teaching, internal, and external stakeholders, where appropriate.
5. Each school shall also have its Rewards and Recognition Program, with policy and guidelines, adopted from the herein issuance.
6. Widest dissemination and strict compliance of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

Reference:

DepEd Order 09, s. 2002

To be indicated in the Perpetual Index under the following subjects:

Employee Welfare Development
Human Resource Management
Rewards and Recognition Program



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CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

POLICY GUIDELINES ON REWARDS AND RECOGNITION OF THE CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS 2022

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 endeavors to adopt and institutionalize the **TAYABAS GAWAD TULAY-MALASAKIT NG MAGITING NA TAYABASIN** (TGTTMMT), formerly named as TAYABAS GAWAD TULAY-MALASAKIT, re-named by virtue of TAYABAS GAWAD TULAY-MALASAKIT RESOLUTION NO. 003 APRIL 04, 2022, A RESOLUTION ADOPTING #MAGITING TAYABASIN, TRANSFORMING THE SCHOOLS DIVISION FROM BEING EFFECTIVE TO BEING GREAT, AND OTHER ENHANCEMENTS IN THE EXISTING POLICY GUIDELINES as a localized Program on Awards and Incentives for Service Excellence (PRAISE), comprising PLANNED RECOGNITION (PR) and ON-THE-SPOT AWARD (OSA) to deserving teaching and non-teaching and Job Order Wage Earners of the Division of Tayabas City.

The **PR** is conferred annually, quarterly, or monthly. The **OSA** is conferred to deserving personnel immediately/outright, monthly, or quarterly incentives, for good deeds, which may or may not be work performance-related and based on personal character traits and behaviors.

The Schools Division Award, TAYABAS GAWAD TULAY-MALASAKIT NG MAGITING NA TAYABASIN (LINGKOD-BAYANI AKO: MAGITING AKO) is coined with reference to the longest Spanish Bridge in the Philippines, the **Puente de Malagonlong**, inherently *symbolic of communication and union*, **Malasakit**, a Filipino value, meaning *care and concern* and **Magiting**, meaning *love of country and pride of being a Filipino*, by doing good and doing right, exhibiting the inherent Filipino values anchored on “Kagitingan” or “Valor”, *helping every Tayabasin personnel, as civil servant, become a servant-hero*.

This mechanism upholds fullest considerations of Equal Opportunity Principle (EOP) as mandated by the Civil Service Commission (CSC). This asserts that every personnel in the Schools Division of Tayabas City deserves to be recognized based on equal opportunity, merit, performance and accomplishments. Furthermore, awards and recognition shall not be based on age, sexual orientation, gender identity, civil status, employment status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principle.

Adopted from PRAISE, the **TGTTMMT** aims to encourage, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, good 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, and for the attainment of the Department of Education vision, mission, core values, and objectives.

Hence, there is a need for the institutionalization of **TGTMMT** and the composition of its Committees and Secretariat, and the implementation of its provisions, effective upon approval of the Head of Office.

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, TGTMMT is assumed to be an effective framework for the evaluation of individuals and groups in the organization, through positive reinforcement.

The institutionalization of TGTMMT as incentives and recognition, and at the same time monitoring and evaluation framework of the Division Office, shall be an opportunity to gather and analyze data for policy makers and administrators to improve performance and to target specific areas of the educational system.

II. OBJECTIVES

The Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin aims to:

- 1.reward and recognize exemplary accomplishments, best practices, of SDO personnel;
- 2.provide incentives to deserving employees;
- 3.promote efficiency, effectiveness and excellence in the workplace; and
- 4.advocate a culture of mutual respect and trust among individuals and teams, at all levels;
5. promote a sense of servanthood and heroism in the organization.

III. SCOPE

The Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin shall apply to all SDO Tayabas personnel namely: career and non-career service, public elementary and secondary teachers, non-teaching personnel, permanent, contract-of-service, job order wage earners, or probationary, in the Schools Division Office and in public schools and learning centers of the Schools Division of Tayabas City.

This award mechanism includes:

Planned Recognition, such as:

Individual Categories

Outstanding Elementary and Secondary School Teacher
Outstanding Elementary and Secondary Master Teacher
Outstanding Multi-Grade (MG) Teacher
Outstanding Alternative Learning System (ALS) Teacher
Outstanding Elementary and Secondary School Head
Outstanding Education Program Supervisor
Outstanding Non-Teaching Personnel (Levels 1 and 2)



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Outstanding Researcher (Elementary and Secondary School)
Employee of the Month (SDO Proper only)
Job Order Recognition (SDO Proper only)

Service Award

Magiting na Tayabasin (TAYABAS GAWAD TULAY-MALASAKIT RESOLUTION NO. 003-APRIL 04, 2022)

School Categories

Best School-Based Management Implementer (Elementary and Secondary School)
Outstanding DRRM Program Implementer (Elementary and Secondary School)
Outstanding Brigada Eskwela Implementer (Elementary and Secondary School)

Best Performing Public Elementary and Secondary School

Special Category

Natatanging Parangal

On-the-Spot Award, which includes:
Award for Good Deeds (SDO Proper Only)

IV. INCENTIVES

B.1 Incentives for Conferred Awardees

One or more of the following incentives shall be provided to SDO Tayabas Personnel who are conferred with award and recognition on the different categories mentioned above:

- Monetary
- Amount shall be determined based on availability of funds.
- Non-Monetary
- Certificate, medal, and or plaque
- Two-day Compensatory Time-Off
- Scholarship grant
- Attendance to national and international training
- Salu-salo together
- N.B. The matrix on the Monetary and Non-Monetary Incentives for the Planned and On-the-Spot Awardees is attached as an Annex, all subject to the guidelines, rules, and regulations issued by the Department of Budget and Management (DBM), for the monetary incentives.

B.2 Incentives for all eligible DepEd Employees

Article XIV, Section 5 (5) of the 1987 Constitution expressly provides that: "The State shall assign the highest budgetary priority to education and ensure that teaching will attract



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and retain its rightful share of the best available talents through adequate remuneration and other means of job satisfaction and fulfillment.

Thus, the following incentives are provided to eligible SDO Tayabas Employees:

Clothing/Uniform Allowance
 Mid-year Bonus
 Year-end Bonus
 Cash Gift
 Productivity Enhancement Incentive (PEI)
 Anniversary Bonus
 Performance-Based Bonus
 Cash Allowance
 Service Recognition Incentive (SRI)

N.B. The Matrix on the above Incentives (i.e. legal basis, schedule of release, amount, eligible) is attached as an Annex, all subject to the guidelines, rules, and regulations issued by the Department of Budget and Management (DBM).

Other Benefits and Incentives include:

- One step increment for every three (3) years of continuous satisfactory performance (Ref.: CSC-DBM Joint Circular No.1, s. 2012)
- One or two (2) step increments due to meritorious performance using the Results-Based Performance Management System (RPMS) (Ref.: CSC-DBM Joint Circular No.1, s. 2012)
- Loyalty Cash Incentive depending on the number of years in service (starting on the 10th year amounting to Php 10,000 and Php 5,000.00 after every 5 years) (Ref.: COA Circular No.2013-003)
- Special Hardship Allowance District ALS Coordinators, ALS mobile teachers, and multi-grade teachers and school heads (25% of basic salary) (Ref.: National Budget Circular No. 514, s. 2007; DBM-DEPED Joint Circular No. 01, 2021)
- Leave privileges (Maternity, paternity, study/Sabbatical leave, vacation leave, special privilege leave, vacation leave, etc.) (Ref.: Omnibus Rules on Absence (Rule XVI of the Omnibus Rules Implementing Book of EO 292)
- Additional incentive/allowances from LGU (Ref: Sangguniang Panlungsod Resolution based on DILG circular)
- P.E.R.A. (Personnel Economic Relief Allowance amounting to P2,000 monthly) (Ref.: Budget Circular No. 2009-3)
- Compensatory Time-Off for Teaching and Non-Teaching Personnel, in lieu of overtime pay (Ref.: CSC-DBM Joint Circular No. 2, s. 2004)
- Proportional Vacation Pay (PVP) refers to compensation of teaching personnel during Christmas and summer vacation computed in proportion to the number of days they have served during the school year. (Ref.: D.O. 049, s. 2020)
- Monetization of 50% or more of vacation/sick leave credits (Ref.: Omnibus Rules on Absence (Rule XVI of the Omnibus Rules Implementing Book of EO 292)
- World Teachers' Day Incentive Benefit (Ref.: D.O. 029, s. 2020)
- Collective Negotiation Agreement (CNA) Incentive (Ref.: Budget Circular 2019-5)
- Annual Physical and Dental Examination (Ref.: CSC MC No.17, 1989; DM No. 22, s. 2015)



- In-Service Training (Ref.: D.O. 32, s. 2011)

Social Security Benefits include:

- GSIS benefits (Retirement and Life Insurance Premiums (RLIP)
- PhilHealth Benefits (Hospitalization, Annual Physical Examination)
- Employees Compensation Program (ECP) benefits
- Pag-IBIG Fund Benefits

V. DEFINITION OF TERMS

For clearer understanding of this policy guidelines, the following terms are defined:

Award. This refers to 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 behavior, good 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. This refers positions in the civil service characterized by (1) entrance based on merit and fitness to be determined 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.

Contribution. This refers to any input which can be in the form of an idea or performance.

Discovery. This refers to the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

Incentive. This refers to 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. This refers to the creation of something previously non-existent which will benefit the government.

Non-Career. This refers to 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. This 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. This refers to idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.



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VI. Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin Committee and Secretariat Composition

The **TGTM Committee** is composed of the following:

Chairperson:

Assistant Schools Division Superintendent or Schools Division Superintendent Designate

Members:

SGOD Chief;
CID Chief;
Highest Human Resource Management Officer;
Heads of the Financial Unit; and
Two (2) representatives from the accredited employee union who shall serve for a period of two years (Level and Level 2)

Secretariat:

SEPS for HRTD;
EPs for HRTD; and
Administrative Assistant – HRM
B. Roles and Responsibilities

TGTMMT Committee

Tasked to develop, administer, monitor, and evaluate the rewards and recognition system of SDO Tayabas City, the **TGTMMT** Committee shall perform the following roles and responsibilities:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its 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;
- Prepare plans, identify resources and propose budget for the system on an annual basis;
- Develop and communicate a system policy and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th day of January;
- Monitor and evaluate the implementation of the rewards and recognition every year and make essential improvements to ensure suitability to SDO Tayabas;
- Address issues relative to awards and incentives within fifteen (15) days from the date

of submission;

- Incorporate equal opportunity principles in the Gawad Tulay-Malasakit Rewards and
- Recognition System from formulation, nominations, screening and deliberations and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
- Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
- Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

TGTMMT Secretariat

The **TGTMMT** Secretariat shall attend the Committee Meetings to coordinate, collaborate, and perform the following tasks:

Note down minutes of meetings;

Take part in the implementation of the **TGTMMT** system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of EOP.

3.TGTMMT Committee and Secretariat

In addition, TGTMMT Committee and Secretariat shall have the following duties as prescribed under CSC MC No. 1, s. 2001:

Develop customized R & R programs and guidelines

Develop tools that will track the efficiency of the R&R process; and

Ensure that Equal Opportunity Principle (EOP) is applied in its contextualized rewards and recognition system.

Meetings

Regular meetings shall be held every 4th week of the month.

Special meetings shall be held as the needs arise, on the date and time duly determined by the Chairperson duly concurred by at least majority of its members.

The quorum of every meeting of the **TGTM** Committee shall be fifty percent plus 1 (50% + 1) of the total membership.

VII. SEARCH AND SCREENING PROCEDURES

Competition among candidates or nominees – Candidates for any of the awards, whether by individual or school categories, shall compete among themselves and be screened by the **TGTMMT** Committee based on the criteria or standards, requirements and processes provided by them.

The Committee shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall incorporate equal opportunity principles in the nomination, and screening which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, and shall ensure the equal and fair treatment of all. Appropriate assistance shall be provided to nominees with special needs.

Each school/learning center/section/unit shall recommend one (1) nominee for each award



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category.

N.B. The Best Employee of the Month Award and the Job Order Recognition shall be conferred only on the Schools Division Level; not including schools and LCs.

Grounds for Disqualification – Notwithstanding as may be provided in pertinent provisions of this policy guidelines and CSC Circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

QUALIFICATION REQUIREMENTS

For Planned Recognition

Individual Categories

Nominated officials and employees must meet the following qualifications:

Have rendered **at least three (3) years** of continuous government service as of the deadline of nomination's submission. Accomplishments for which the nominee is being nominated for should also be made **within the last three years immediately** prior to the nomination and have been continuously carried out by the nominee during that period. Nominee should be functioning as appointed and nominated to a category during the **last three years** until the awarding ceremony;

Have a performance rating of at least Very Satisfactory or its equivalent for **three (3) rating periods prior to the nomination. For nominees who availed of any scholarship/study grant**, their performance ratings considered shall be the recent rating periods available as stipulated in DepEd Order No. 2, s. 2015 (Guidelines on the establishment and Implementation of the Results-Based Performance Management System in the Department of Education).

Have not been awarded in any National Search or similar Regional Search recognized by DepEd for the last (3) years.

The nominee shall have no pending and or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

School and Group Categories

The Head of Office or the Highest Official of the School must meet the following qualifications:

Accomplishment/s for which the nominee is being nominated for should have been achieved **within three years and have been consistently carried out by the nominee during that period.** He/She shall have no pending and or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Best Employee of the Month

Nominated officials and employees must meet the following qualifications:



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Have rendered at least six (6) months, as of the deadline of nomination's submission.
Accomplishment/s for which the nominee is being nominated for should have been achieved within the month and have been consistently carried out by the nominee during that period. The nominee shall have no pending and or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Job Order Recognition

A nominee must meet the following qualifications:

Have rendered at least two (2) months, as of the deadline of nomination's submission.
Accomplishment/s for which the nominee is being nominated for should have been achieved within the month and have been consistently carried out by the nominee during that period. The nominee shall have no pending and or had not been found guilty of any criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Service Award

A nominee must meet the following qualifications:

Have rendered:

10 years
15 years
20 years
25 years
30 years
35 years
40 years

The nominee shall have no pending and or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

NOTE, however, that during the Annual TGTMMT Awarding Ceremony, only those who have rendered 25, 30, 35, 40 years, and are still in service shall be recognized; Retirees whose length of service are in between 25 and 40 years, shall likewise be recognized.

For the On-the-Spot

SDO Personnel shall be given outright recognition for Good Deeds - an award given to any SDO personnel. This award may be characterized by, but not limited to the following:

- Acts of Heroism (Extraordinary courtesy to visitors; emergency-response in times of man-made and natural calamities, man-made or natural accidents, extraordinary act of honesty, compassion, kindness, diligence, etc.);
- Going the 'extra mile';

- Exemplary character;
- Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome;
- Planning a special event which is particularly successful because of the employee's personal efforts;
- Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately;
- Development of new or revised procedures or other contributions toward improvement of office productivity;
- Completion of a significant special assignment that is outside of normal job responsibilities;
- Contributions that enable a section/unit to make more effective use of its resources;
- Contributions that improve the public awareness and/or understanding of DepEd's programs;
- Helping a co-worker who has an unusually heavy workload or a crash project;
- Voluntary participation in support of efforts related to the mission of the SDO and of DepEd.
- Complete attendance in the flag ceremony
- Complete and prompt submission of reports (individual/functional unit)
- Best report presentation during gatherings/meetings/activities
- Most punctual and best in attendance (reports to office on time, without undertime and with the best attendance every six months)

Best 5S Implementer (Individual/Functional Unit)

N.B.

Length of government service is not a requirement.

Performance rating is not a requirement.

Veracity of the presented Means of Verifications (MOVs) must be established.

REQUIRED NOMINATION DOCUMENTS

For Planned Recognition

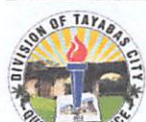
A.1 Individual Categories

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished nomination form, original clearances and other documentary requirements; and two (2) additional copies of the original nomination folder, to wit:

The following shall be provided by nominator and or by the nominee:

Completely filled out Nomination Form – Each completely filled-out 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 two (2) pages of A4 size bond paper, using Calibri font #12.

Documents following the specific criteria should be supported with Certification duly signed



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by the School Head. Photocopies must be certified true and verified against the original by the Administrative Officer, HRMO, or Records Officer.

The nomination forms and other documents, placed in legal size folders and properly labeled. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars, and recognition should be included in the submission.

Write-up of Accomplishments

The write-up must highlight the outstanding accomplishments of exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, 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 indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and

The nomination write-up of heads of offices should present individual accomplishments or behavioral norms, not the accomplishments of the entire school/LCs or section/unit.

The following information should 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. The impact of the contribution must be substantially elaborated;

For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

The following shall be provided by the Head of School/Section/Unit Concerned:

1. Letter from the School Head or the Section/Unit, endorsing the nomination to the **TGTMMT** Committee;
2. Attestation Certification from Chairperson of the School PRAISE Committee or its equivalent, if nominee is from a School or Learning Center, or from the Section/Unit Head if nominee is from the SDO.
3. Nominee's updated CS Form 212 or Personal Data Sheet with passport size photo with name tag taken within the last six months prior to the nomination.
4. Certification signed by the Administrative Officer of the School or of the SDO that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
5. Certification of the Human Resource Management Officer (HRMO), if nominee is from the SDO and from the School Head if nominee is from the school or Learning Center, that he/she has obtained at least Very Satisfactory (VS) performance ratings for



three (3) rating periods prior to the nomination. Certified true copies of the Performance Ratings with the average rating should be completely signed by the School Head or by the HRMO.

6. Updated Service Record duly certified by the HRMO.

School Categories

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished nomination form, original clearances and other documentary requirements; and two (2) additional copies of the original nomination folder, to wit:

The following shall be provided by nominator and or by the nominee:

- Completely filled out Nomination Form – Each completely filled-out 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 two (2) pages of A4 size bond paper, using Calibri font #12.
- Documents following the specific criteria should be supported with Certification duly signed by the School Head. Photocopies must be certified true and verified against the original by the Administrative Officer, HRMO, or Records Officer.
- The nomination forms and other documents, placed in legal size folders and properly labeled. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars, and recognition should be included in the submission.
- Write-up of Accomplishments (Please refer to the pointers on Write-Up, under Individual Categories)

The following shall be provided by the Head of School/Section/Unit Concerned:

- Certification signed by the Administrative Officer of the school or the SDO that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the Head has pending or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
- Certification of No Unliquidated Cash Advances and 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 and not the SDO's Budget Officer or Accountant. 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

Special Category

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Certificate, trophies, programme that includes name of nominee when he/she was conferred an award, photos, and other documents, that shall serve as proofs of conferment of awards by any award-giving body higher than the Schools Division Office.

Best Employee of the Month Award

The following shall be submitted:

- Accomplished Nomination Papers and Means of Verifications which include Monthly Accomplishment Report (Target vs. Accomplishment) of the Nominee;
- Daily Time Record;
- Certification of the Unit Head where the nominee belongs that he/she goes above and beyond the requirements of his/her job, and that he/she possesses personal traits worthy of recognition;
- Results of feedback from colleagues in the unit where the nominee belongs; and
- Results of votes cast.

Job Order Recognition

The following shall be submitted:

- Accomplished Nomination Papers and Means of Verifications which include Monthly Accomplishment Report (Target vs. Accomplishment) of the Nominee;
- Daily Time Record;
- Certification of the Unit Head where the nominee belongs that he/she goes above and beyond the requirements of his/her job, and that he/she possesses personal traits worthy of recognition;
- Results of feedback from colleagues in the unit where the nominee belongs; and
- Results of votes cast.

Service Award

The following shall be submitted by the School/Section/Unit Concerned:

- Certification signed by the Administrative Officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
- Certification of the Human Resource Management Officer (HRMO), if nominee is from the SDO and from the School Head if nominee is from the school or Learning Center, that he/she has obtained at least Very Satisfactory (VS) performance ratings for three (3) rating periods prior to the nomination. Certified true copies of the Performance Ratings with the average rating should be completely signed by the School Head or by the HRMO.
- Updated Service Record duly certified by the HRMO.

For the On-the-Spot



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SDO Tayabas establishes a culture of employee engagement where everyone, regardless of their designation, economic status, culture, creed and beliefs are given equal opportunity to be recognized in their day-to-day experience which offer them meaning, impact and appreciation. Almost any simple act of achievement is recognized and appreciated as the Office emphasizes a culture of recognition.

1. Any one of the following: narration/write-up (in English or Filipino), photos, videos, or interview, that shall justify the good deeds.

N.B.

All nomination folders and documents submitted shall be considered as records of the GTGM Committee, thus, shall no longer be returned to the nominee/s.

MECHANICS AND CRITERIA

Planned Recognition

Individual Categories:

Nominees for Outstanding Elementary and Secondary Teacher, Outstanding Elementary and Secondary School Head, Outstanding Education Program Supervisor, Outstanding Non-Teaching Personnel (Level 1&2), Outstanding Researcher Awards shall be rated using set criteria. (See Annexes)

School and Group Categories:

Elementary and Secondary School Nominees for the Best School-Based Management Implementer, Outstanding Brigada Eskwela Implementer, Best Performing Schools, Outstanding School DRRM Program Implementer, Outstanding Youth Formation Program Implementer, shall be rated using set criteria. (See Annexes)

Special Category: 1. Natatanging Parangal

The Natatanging Parangal is a special recognition given to any employee who has been conferred any award by any Award-Giving Body, higher than the SDO. It includes but is not limited to awards given by the Civil Service Commission, the Regional and Central Office of the Department of Education, or Non-DepEd Institutions, such as the Metrobank, duly recognized by DepEd.

No criteria shall be used.

2. Best Employee of the Month

The Best Employee of the Month Award is a monthly recognition given to any SDO personnel and Job Orders, whose attitude and commitment, interpersonal skills, work performance, personal traits, have been contributory to the attainment of the short- and long- term goals of the Department of Education. Likewise, the votes cast by the members of the SDO Tayabas Community and external stakeholders are also given a weight for this award.

The following criteria shall be used:

Work Performance (60%)

Achievement of work (Ability to achieve set targets and objectives)

*Based on set monthly targets prior to the month of nomination –

(15%)

Quality of work (Ability to accomplish work assignments with accuracy and minimal revision) – (10%)

Ability to effectively manage resources (material, fiscal, time) and meet deadlines while ensuring accuracy and quality of work done – (10%)

Innovation, directly or indirectly related to KRA (Alignment of Innovation to DepEd Vision, mission, and Core Values)

*Innovation must have been implemented prior to nomination –

(15%)

Impact of Innovation (Potential to be utilized by personnel across units in the SDO) – (10%)

Note: An interview shall be conducted by the Tayabas Gawad Tulay-Malasakit ng Magiting na Tayabasin (TGTMMT) Committee Chairperson and Members, to validate scores given by the Unit Head of the Nominee, in items 1-5. The scores after the interview shall be considered final and irrevocable.

To be interviewed are:

- 1) the nominees themselves; and
- 2) randomly selected customers who were served by the nominee/s

Attitude and Commitment (40%)

Learning skills (Ability to learn skills, which may be directly or indirectly related to work; independently takes responsibility for his own learning; follows instructions with little supervision – (10%)

Dedication/Commitment (Renders service over and above the regular functions and even beyond the regular time) – (10%)

Attendance/Punctuality (During the month prior to nomination)

*Validation to be done by the TGTM Secretariat, using the logbook – (5%)

4. Demonstrate team player attitude (Assists voluntarily to co-workers in order to complete important unit/division project – (15%)

Indicators:

1. Acts immediately on needs/requests in accordance with the prescribed rules and regulations and accepted norms of conduct and behaviour.
2. Shows polite, kind and thoughtful behaviour toward the public/clientele in manner of speech and actuations.
3. Tactfully and calmly controls high stress situations.
4. Acts in accordance to professional standards.
5. Maintains an appropriate and neat personal appearance.

Note: Number 4 shall be done through online voting, by the SDO Personnel

A.5. Service Award

Number of years in service is the sole criterion.

CONFERNMENT OF AWARDS**For Planned Recognition**

The Planned Recognition shall be conferred annually and or monthly.

For the On-the-Spot

The On-the-Spot Award shall be conferred any time, at any most fitting occasion.

GROUND FOR DISQUALIFICATION OF NOMINATIONS

Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

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.

Notwithstanding as may be provided in pertinent provisions of this policy guidelines and CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal, or civil case relative to the performance of his/her duties and obligations in the Department of Education.

SOURCE OF FUNDS

Subject to the provisions in this policy guidelines and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the Rewards and Recognition incentives and sources of funds, to wit:

The amount of the Rewards and Recognition incentives shall be determined by the Gawad Tulay-Malasakit ng Magiting na Tayabasin Committteee duly approved by the Schools Division Superintendent upon the approval of the Personnel Development Committee (PDC) Vice Chairperson, as reflected in the Activity Proposal.

The SDO Tayabas shall allocate at least 5% of its Human Resource Development funds for the Rewards and Recognition activities and incorporate the same in its Annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

AMENDMENT, REVISION, REVIEW, AND UPDATING OF THE POLICY GUIDELINES

Any and or provisions of this policy guidelines may be amended or revised, as the case may be, by the Gawad Tulay-Malasakit Committee with the recommendation of the Schools Division Superintendent. Any amendment or revision of this policy guidelines shall be reported to the CSC Regional Office for appropriate action. Provided further that it shall be



the responsibility of the Schools Division Superintendent with the Gawad Tulay-Malasakit Committee to ensure periodic updating of this policy guidelines taking into account the subsequent policies approved by the Department of Education and such rules and regulations promulgated by the CSC. Provided furthermore, that this policy guidelines shall be reviewed every three (3) by the Gawad Tulay-Malasakit Committee and the results of which duly approved by the Schools Division Superintendent.





EFFECTIVITY

This SDO Tayabas Rewards and Recognition Policy Guidelines shall take effect immediately after final evaluation by the Schools Division Superintendent and approval of the CSC Regional Office.

COMMITMENT

I hereby commit to implement and abide by the provisions of this Schools Division of Tayabas City Gawad Tulay-Malasakit Policy Guidelines which shall be the basis for the grant of the awards and incentives stated herein.

The Annual Gawad Tulay-Malasakit Report shall be submitted to the CSC Regional Office on or before the thirtieth day of January to enable our employees to qualify for nominations to the CSC-sponsored national awards.

Name	Signature	Date
Prepared by: LUZVIMINDA E. SALUDARES <i>Rewards & Recognition Chairperson</i>		June 07, 2022
Reviewed by: EDWIN R. RODRIGUEZ Ed.D. CES-SGOD		June 07, 2022
Recommended by: ANTONIO P. FAUSTINO JR. <i>Chairperson - TGTM ng Magiting na Tayabasin</i>		June 09, 2022
APPROVED NATIVIDAD P. BAYUBAY, CESO VI <i>Schools Division Superintendent</i>		June 09, 2022

TGTM-PR NOMINATION FORM 1 (Individual Category)

DATA PRIVACY NOTICE: Data and Information in this form are intended exclusively for the purpose of this activity. This will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.

Award Category:	
Name:	Signature:
Sex:	Place of Birth:
Home Address:	
Mobile Number:	Civil Status:
School/Office Address:	
SDO	
Phone Number:	DepEd Email Address
SCHOOL/ OFFICE HEAD	
Name:	
Position:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No:
Office Address:	Email Address:
Assistance Needed: Please specify:	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Has the nominee been nominated to any Division, Regional, National, or International Search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____ What award category? _____	
Has the nominee been a semi-finalist in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____ What award category? _____	
Has the nominee been a winner in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____ What award category? _____	

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.

References: PRIME-HRM Workbook/ Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems



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TGTM-PR NOMINATION FORM 1A (Individual Category)
NOMINATION WRITE-UP

Name of Nominee: _____ Award Category: _____ School/Office: _____
 _____ Position/Designation: _____ Length of Service in the Position: _____
 Length of Service in the Government: _____

I. Executive Summary (Description of why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies.)

II. Significant Accomplishment/s within the month/s or the year /s covered by this nomination

(Description of the Project/Work Accomplished/Strategies Done that have significantly impacted the performance of the school / school community/section/unit

III. Impact of the Accomplishments (Indicate problems addressed, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. If parts of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.

IV. Innovations (If any. Original. Creative programs, projects, activities made within the month/s or the year/s in connection to the award category) – 1-page abstract.

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TGTMMT-PR NOMINATION FORM 1B (Individual Category)**CERTIFICATION**

We attest to all facts contained herein and authorize the use of these information for publication.

We understand that the Tayabas Gawad Tulay-Malasakit (TGTM) Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation.

Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to

PRINTED NAME AND SIGNATURE

NOMINEE

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.

References: PRIME-HRM Workbook/ Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems



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TGTMMT-PR NOMINATION FORM 2 (School Category)

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Award Category:	
THE NOMINEE	
School:	
School/Office Address:	
Telephone Number:	DepEd Email Address:
SCHOOL HEAD	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No:
Office Address:	Email Address:
Assistance Needed: Please specify:	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Has the school been nominated in any Division, Regional, National, or International Search? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, what year? ____ What award category? ____	
Has the school nominee been a semi-finalist in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, what year? ____ What award category? ____	
Has the school nominee been a winner in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, what year? ____ What award category? ____	

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.

References: PRIME-HRM Workbook/ Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems



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TGTMMT-PR NOMINATION FORM 2A (School Category)**NOMINATION WRITE-UP**

Name of School Nominee: _____

Office: _____

Award Category _____

I. Executive Summary (Description of why the school is deserving of the award in not more than 150 words which includes TEA Governance implementation. Financial management. DepED Programs and programs and Projects Implementation.)

II. Significant Accomplishment/s within the year/years covered by this nomination (Description of the Project/Work Accomplished/Strategies Done that have significantly impacted the performance of the learners and the school as well.)

III. Impact of the Accomplishments (Indicate problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)

IV. Innovations (If any. Original. Creative programs, projects, activities made in the last three (3) years in connection to the award category) 1-page abstract.

V. Other Information (List or Mention Major Awards/Citations Received by the school in connection to the award. No need to attach photocopies of certificates.)

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.

References: PRIME-HRM Workbook/ Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems



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TGTMMT-OSA-AGD NOMINATION FORM 1

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Award Category: Award for Good Deeds	
Name:	Signature:
Sex:	Place of Birth:
Home Address:	
Mobile Number:	Civil Status:
School/Office Address:	
SDO	
Phone Number:	DepEd Email Address
Section/Unit Head	
Name:	
Position:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No:
Office Address:	Email Address:
Assistance Needed: Please specify:	
DOCUMENTATION OF THE GOOD DEEDS	
May be one or more of the following: Narration, photo/s, video/ interview with witnesses)	

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.

References: PRIME-HRM Workbook/ Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems



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TGTM-OSA-AGD NOMINATION FORM 1B

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Tayabas Gawad Tulay-Malasakit (TGTM) Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation.

Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

NOMINATOR

Subject to all existing policies of the Department of Education, the rewards and recognition of SDO Tayabas Personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal opportunity principles.



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SEARCH FOR OUTSTANDING TEACHER (Elementary and Secondary)**Instructional Competence - 40 pts.**

Teaching Competence- 20 pts.

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.8	8
4.9	19	4.3	13	3.7	7
4.8	18	4.2	12	3.6	6
4.7	17	4.1	11	3.5	5
4.6	16	4	10		
4.5	15	3.9	9		

Outstanding Accomplishment 10 pts

Outstanding employee or coach or trainer of winning students in the different Competitions.

Ranks	Points			
	District Level	Division Level	Regional Level	National Level
1st	3	5	8	10
2nd	2	4	7	9
3rd	1	3	6	8

1.3. Creativity and Innovation 10 pts.

Innovative and creative work plan, module or instructional material, properly documental and approved by immediate supervisors and attested by division or regional official.

Stages of Implementation	Points
Adopted in the Division	10
Adopted in the District	8
Full implementation in the School	6
Started the Implementation	4
Conceptualized	2

Professional Growth - 40 pts.

Education - 10 pts.

Educational Level	Points
Doctor's Degree holder	10
Completed Academic Requirements in Doctoral Degree	9
Master's Degree	8

Completed Academic Requirements in Masteral Degree	6
At least 36 MA Units	4
At least 27 MA Units	3
At least 18 MA Units	2

Consultant/Resource Speaker/ Facilitator in Training/Seminars Workshops 10 pts.

Level	Points
International	10
National	8
Regional	5
Division	3
Cluster of Schools	2
School	1

Demonstration Teacher - 10 pts.

Level	Points
International	10
National	8
Regional	5
Division	3
Cluster of Schools	2
School	1

Trainings/Seminars/Workshops/Conferences attended - 5 pts

Level	Points
International	5
National	4
Regional	3
Division	2
Cluster of Schools	1
School	0.5

Publication - 5 pts.

Nature of Publications	Points
Sole Authorship of a book	1
Co-Authorship of a book	2
Articles published in a journal/newsletter/magazine of wide circulation (Per Article but nit to exceed 5 pts.)	4

Articles published in a school organ/newsletter (Per Article but not to exceed 5pts.)		5	
3. Community Development			
3.1. Outreach Activity - 5 pts.			
Outreach programs/activities initiates/ participated properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional official			
Level		No. Times	Points
School		3	3
Cluster of Schools		2	3
Division		1	4
Regional		1	5
3.2. Networking/Linkages 5 pts			
Served as instrument for sourcing of funds and other donations in kind for classroom and/ or school facilities and/ or activities properly documented with narrative and pictorial reports attested by Immediate supervisor or regional officials			
Estimated Amount of Donations (cash or in kind)			Points
50,000 and above			5
31,000 to 49,999.99			4
21,000 to 30,999.99			3
11,000 to 20,999.99			2
1,000 to 10,999.99			1
4. Professionalism/Personal Characteristics			
(Refer to Enclosure No. xxx: Rating Sheet to be filled-up by direct supervisor)			10 pts.
TOTAL - 100 pts			

SEARCH FOR OUTSTANDING SCHOOL HEAD

Managerial Competence 30 pts.

Level of School-Based Management Practice- 15 pts.

Level of Practice	Points
Level 3	15
Level 2	10
Level 1	5

Completion Rate (of the school managed in the previous school year) -5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99%	1

Retention Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99%	1

Dropout Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
0% - 0.99%	5
1% - 2.5%	4
2.6% - 45.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

Professional Competence. 50 pts.

Performance Ratings - 10 pts.

Rating	Points	Rating	Points
4.9 – 5.0	10	4.1 – 4.2	6
4.7 – 4.8	9	3.9 – 4.0	5



4.5 – 4.6	8	3.7 – 3.8	4
4.3 – 4.4	7	3.5 – 3.6	3

Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops - 5 pts.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Training and workshops organized - 5 pts.

Level	Points
National	5
Regional	4
Division	3
School	2

Published supplementary materials, articles, references and other papers - 5 pts.

Level	Points
National	5
Regional	4
Division	3
School	2

Professional Advancement - 10 pts.

Level	Points
Doctoral Degree	10
CAR in doctoral degree	9
Master's degree	8
Units earned in Masteral Program	7

Scholarship awarded in partnership with DepEd - 10 pts

Level	Points
International	10
National	7
Regional	5

Awards, distinction received - 5 pts.

Level	Points
International	5
National	4



Regional	3
Division	2
School	1

Community Partnership (Outreach program and networking linkages:
(LSB, PSB, PTA excluded).

10 pts.

Range	Points
1 Million and above	10
500,000 – 999,999.99	8
300,000 – 499,999.99	6
100,000 – 299,999.99	4
50,000 – 99,999.99	2

Professionalism/Personal Attributes.

10 pts.

TOTAL - 100 pts.

SEARCH FOR THE OUTSTANDING EDUCATION PROGRAM SUPERVISOR**Performance Rating 20 pts.**

Average Numerical Rating

Rating	Points	Rating	Points	Rating	Points
5	20	4.5	15	4.0	10
4.9	19	4.4	14	3.9	9
4.8	18	4.3	13	3.8	8
4.7	17	4.2	12	3.7	7
4.6	16	4.1	11	3.6	6
				3.5	5

Outstanding Accomplishment 35 pts.**Outstanding Employee Award/leadership in Organization -5 pts.**

Level	Points
National	5
Regional	4
Division	3

Innovations - 7 pts.

Stage	Points
Adopted in the region	7
Adopted in the division	6
Adopted in the cluster schools	5
Fully Implemented in the school	4
Started Implementation	3
Conceptualized	2

Research and Development Practices - 8 pts.

Level	Points
Research conducted in the region	8
Research conducted in the division	6
Research conducted in the cluster of schools	4
Research conducted in the school	2

Publication - 5 pts.

Nature of Publication/Authorship	Points
Sole authorship of a book	5
Co-authorship of a book	4
Articles published in a journal/newsletter/magazine of wide circulation	3
Articles published in a school organ/newsletter	2

2.4.Consultation/Resource Speakership in Training/Seminars/Workshops/ Symposia - 10 pts.

Level	Points
National	10
Regional	8
Division	6

Education and Training 20 pts.

Education - 15 pts.

Level	Points
Doctoral Degree	15
CAR in doctoral degree	12
Master's degree	10
CAR in MA	8

3.2 Trainings - 5 pts.

Level	No. of Hours	Points
International	24	5
National	48	4
Regional	72	3

Community Development 15 pts.

Outreach Programs - 10 pts.

Outreach programs/activities initiated/participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials.

Level	No. of Times	Points
Regional	1	5
Division	1	4
Cluster of schools	2	3
School	3	2

Networking/Linkages – 5 pts.

Served as instrument for sourcing of funds and other properly documented with narrative and pictorial reports attested by immediate superiors or division officials.

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1

Professional and Personal Characteristics 10 pts.

TOTAL - 100 pts.

SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL LEVEL I**Performance Rating 40 pts.**

Rating	Points	Rating	Points
4.9 – 5.0	40	4.1 – 4.29	32
4.7 – 4.89	38	3.9 – 4.09	30
4.5 – 5.69	36	3.7 – 3.89	28
4.3 4.49	34	3.5 3.69	26

Awards Received 5 pts.

Level	Points
Regional	5
Division	4
Cluster of Schools	3
School	2

Innovations 10 pts.

Innovative and creative work plan, properly documented and approved by immediate supervisors, and attested by division or regional officials.

Stages of Implementation	Points
Adopted in the division	10
Adopted in a cluster of schools	8
Fully Implemented in the school	6
Started the Implementation	4
Conceptualized	2

Professional Development 30 pts.
Education – 5 pts.

Educational Level	Points
Doctoral degree	10
CAR in doctoral degree	9
Master's degree	8
CAR in MA	6
Baccalaureate	4
2yrs College Diploma	3
High School Diploma	2

Skills Development – 5 pts.

Competency Levels	Points
NC IV	5
NC III	4
NC II	3
NC I	2

Training/Seminars/Workshop/conferences attended – 10 pts.

Level	No. of Hours	Points
International	24	10
National	24	8
Regional	72	6
Division	72	4
Cluster of Schools	72	2
School	72	1

Consultant/Resource Speaker/Facilitator inn Training /Seminars/Workshops –5pts.

Level	Points
National	5
Regional	4
Division	3
Cluster of Schools	2
School	1

Publication/Authorship

Nature of Publication/ Authorship	Points
Sole authorship of a book	5
Co-Authorship of a book	4
Articles published in a journal/newsletter/magazine of wide circulation	2
Articles published in a school organ/newsletter	1

Community Development 10 pts. Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, Division of Regional Officials.

Scope of implementation	Points
Regional	5
Division	4
Cluster of Schools	3
Schools	2

Professionalism/Personal Characteristics 10 pts.

TOTAL 100 pts.

SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL LEVEL II**Performance Rating 30 pts.**

Rating	Points	Rating	Points
4.9 – 5.0	30	4.1 – 4.29	22
4.7 – 4.89	28	3.6 – 4.09	20
4.5 – 5.69	26	3.7 – 3.89	18
4.3 – 4.49	24	3.5 3.69	16

Awards Received 10 pts.

Level	Points
National	10
Regional	8
Division	6
District	4
School	2

Innovations 10 pts.

Innovative and creative work plan, properly documented and approved by immediate supervisors, and attested by division or regional officials.

Stages of Implementation	Points
Adopted in the division	10
Adopted in the district	8
Fully Implemented in the school	6
Started the Implementation	4
Conceptualized	2

Professional Development 35 pts.**Education 10 pts.**

Educational Level	Points
Doctoral degree	10
CAR in doctoral degree	9
Master's degree	8
CAR in MA	6
At least 36 MA units	4
At least 27 MA units	3
At least 18 MA units	2

Training/Seminar/Workshop/Conferences attended - 10 pts.

Level	Points
International	10
National	8
Regional	6
Division	4
District	2
School	1

Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops – 10 pts.

Level	Points
International	10
National	8
Regional	6
Division	4
District	2
School	1

Publication/Authorship – 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authored of a book	4
Sole authorship of a book	5

Community Development 5
pts. Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division officials.

Scope of Implementation	Points
Division	5
District	4
Schools	3

Professionalism and Personal Characteristics 10 pts.

TOTAL - 100 pts.

SEARCH FOR OUTSTANDING RESEARCHER**Originality 20 pts.**

The research work should contribute to a new principle theory, technology, concept, method or technique.

Research work. 20 pts.

Assessment shall be based on research implemented in the last two years.

Significance of research findings 50 pts.

The research findings should have significant contribution to the school and division in the following areas:

Policy – 20

Instructional material – 10

Training Program – 10

Pedagogy – 10

Recognition given to research work 10 pts.

Citations, awards and other forms of recognition from the schools, division and region given to the research work (or the researcher/writer) shall be taken into account.

TOTAL - 100 pt**Annex: Professionalism & Personal Characteristics Rating Sheet****RATING SHEET for
PROFESSIONALISM & PERSONAL CHARACTERISTICS****Name of Nominee:**

School/Office:

Division:

Category:

Name of Immediate Supervisor:



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Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators ATT ALL TIMES otherwise put an (x).

INDICATORS	
A. Manifested genuine enthusiasm and pride in the nobility of teaching profession	
1. Demonstrate punctuality at all times	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects	
5. Communicate the DepEd Vision and Mission to stakeholders	
B. Observes and demonstrates desirable personal and professional (RA 6713) and Code of Ethics (RA 786) behaviors like respect, honesty, dedication, patriotism, and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her works outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs job cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Observes all times loyalty to the Republic and to the Filipino people, promotes used of locally produced goods, resources and technology and encourage, appreciation and pride of country and people.	
9. Extends prompt and adequate services to the public	



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C. Maintains harmonious relation with superior, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and is able to work harmoniously with superiors	
2. Maintains good working relationship with co-workers, parents and stakeholders	
3. Performs well wither as a team leader or member	
D. Maintaining good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	
1. Discloses personal financial interest as well as that o spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
NO OF CHECKS (/)	
TOTAL OF POINTS = NO. OF CHECKS X (0.5)	

Rated by:

Signature over Printed Name of the Immediate Head Date: _____

**SEARCH FOR OUTSTANDING SCHOOL-BASED MANAGEMENT IMPLEMENTER
(Elementary and Secondary)****Key Performance Indicators (KPIs) 60 pts.**

Sixty percent (60%) of the total of the following KPIs of the school (average of the performance, three (3) years back):

a. Enrollment	-	45%
b. Dropout, Completion and Cohort Survival	-	25%
c. NAT MPS/Quarterly Exam MPS	-	<u>30%</u>
		100%

Document Analysis, Observation and Discussion 40 pts.

Forty percent (40%) of the total of the following areas:

Leadership	-	30%
Curriculum & Learning	-	30%
Accountability	-	25%
Resource Management	-	<u>15%</u>

TOTAL 100 pts.

Outstanding DRRM Program Implementer**Enabling Environment 21 pts.**

Appointed/Designated School DRRM Coordinator

Indicator	Points
SDRRM Coordinator is serving for 3 years or more	5
SDRRM Coordinator is serving for 2 years	3
SDRRM Coordinator is serving for 1 year	1

Formed School DRRM Team, with Focal person and Consisting of personnel from different offices; with defined membership and roles and responsibilities/functions

Indicator	Points
Presence of all components in the criteria	5
Absence of even 1 component in the criteria	3
Absence of even 2 component or more in the criteria	1

Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction and rehabilitation and recovery

Indicator	Points
Presence Of all the component in the criteria	5
Absence of even 1 component in the criteria	3
Absence of even 2 component or more in the criteria	1

Completion of DRR related questions in the EBEIS

Indicator	Points
100% Completion	3
99 - 750/0 Completion	2
74% below Completion	1

Budget Utilization

Indicator	Points
Utilized 100% of the allotted budget	3
Utilized 75% of the allotted budget	2
Utilized 50% of the allotted budget	1

Pillar 1 Safe Learning Facilities 20 pts.

School Buildings have emergency signage's, emergency lights, fire extinguishers, first aid kits

Indicator	Points
Presence of all listed	15
Absence of 1	13
Absence of 2	10

School conducted risk assessments of the buildings

Indicator	Points
Utilized the plan	5
Crafted plan based on risk assessment	3
Conducted risk assessment	1

Pillar 2 School Disaster Risk Management 35
pts.

School has a hazard specific Contingency Plan i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency

Indicator	Points
With 3 or more contingency plans	10
With 2 Contingency plans	7
With 1 Contingency Plan	5

School conducted quarterly drills with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)

Indicator	Points
Conducted 10 Quarterly drills within the last 3 School Year	3
Conducted 8 Quarterly drills within the last 3 School Year	2
Conducted 6 Quarterly drills within the last 3 School Year	1

School has necessary and functioning equipment, in case of a disaster and/ or emergency (Fire Extinguisher, Spine Board, First Aid Kits, Wheel Chair, handheld/base radio, generator, siren/bell/localized EWS, Etc)

Indicator	Points
Presence of and accessibility of Equipment 5 equipment or more	5
Presence Of and accessibility of Equipment 3-4 equipment	3
Presence of and accessibility of Equipment 1-2 equipment	1

School has trained teacher/s and other personnel/agency/partners on DRRM

Indicator	Points
25% of teachers or above are trained in the last 3 years	10
10 % - 15 % teachers are trained in the last 3 years	7
9% below of teachers are trained in the last 3 years	5

Hazard and evacuation maps are located in conspicuous places in the school

Indicator	Points
Posted in 100% of the instructional buildings	5
Posted in of the instructional buildings	3
Posted in of the instructional buildings	1

Pillar 3 DRR in Education 24 pts.

School Head and/ or personnel have received DRRM/CCA/EiE trainings from division or region or partner

Indicator	Points
5 or more trainings attended for the last 3 years	5
3-4 trainings attended for the last 3 years	3
1-2 trainings attended for the last 3 years	1

4.2 Contest Participation (Cumulative Scoring) *If served in the Regional level or higher maximum points is given

Indicator	Points
Regional Level	5
Division Level	3
School Level	1

Conducted Tree Planting and Clean Up Drive

Indicator	Points
Conducted both	3
Conducted twice but tree planting/cleanup drive only	2
Conducted only one activity	1

Presence of DRRM corner or wall

Indicator	Points
Contains 100% of the needed information	3
Contains 75% of the needed information	2
Contains 50% of the needed information	1

SEARCH FOR OUTSTANDING BRIGADA ESKWELA IMPLEMENTER (ELEMENTARY AND SECONDARY)

Scope of Work. 30%

Scope of work is based on the school Brigada Eskwela Plan and physical facilities repair and maintenances needs assessment such as repair works, maintenance works, new improvements and beautification/landscaping/learners kiosk installation that are identified/included in the School Annual Implementation Plan. The computation is based on the percentage of work completed multiplied by 30%.

Diverse Volunteer Participation 25%

The diversity of participation shall consider the group affiliation of volunteer with the following percentage assignment:

Parent Volunteer – 15%

The computation is based on the number or parent volunteer turn-out over the targets number of volunteer multiplied by 15%. The target parent volunteer participation is up to 200% of the learner's population.

Other volunteer – 10%

Target representative per group is 5 volunteer per entity to get 2 points, below 5 volunteers shall be given 1 point them multiplied by 10%.

NGAs and other government organization and public corporations	LGU's (Brgy / Municipality / Provincial)	Community Involvement including NGO's and professional Associations.	Private Sectors Involvement including corporate foundation and private school	Pupil/Student Organization (SSG/SPG) Alumni Association and other civil organization organizations.
2	2	2	2	2

General Resources
15%

Elementary Level

Category	Number of Teachers (National)	Resource Generated (in person)
	9 and below	99,999 and below
	10-29	100,000-299,999
	30-50	300,000-499,999
	51 and above	500,000 and above

Secondary Level

Category	Number of Teachers (National)	Resource Generated (in person)
Small School	9 and below	99,999 and below
Medium School	10-29	100,000-299,999
Large School	30-50	300,000-499,999
Mega School	51 and above	500,000 and above

The amount of resources generated shall include all donations-in-kind and equivalent amount of materials used to the scope of work accomplished during the **Brigada Eskwela** Week and the equivalent amount of volunteer man-hour. It shall also include all resources accepted after the steering, and working committees, were formed and commence to execute their functions as early as January 2019.

Alignment to Brigada Eskwela Theme

15%

The evaluation shall consider the alignment of the program implementation to the *Brigada Eskwela* theme.

The evaluation shall consider the School Safety and Preparedness Guide- 21 points, computed as points meet / 21x6%.

The WASH in School shall consider the 12 activities and provisions. Computed as points meet/12x6%.

Advocacy on *Brigada Eskwela* theme translated into school overall experiences and learnings – 3%.

Creativity and Innovation

10%

The evaluation shall be based on the presence of value added projects or unusual projects benefiting the schools and the learners e.g. medical and dental services, provision of school supplies and uniform, awareness/literacy campaigns, special services , among other projects. The criteria shall also consider the quality of Innovations, number beneficiaries, and impact access and quality.

Increment of Resources and Volunteers

5%

This Criteria is determined based on the percentage of the increase of the current performance compared with the previous/last Brigada Eskwela accomplishment. For newly established school, the data for the first year of operation shall be the baseline.

TOTAL: 100% Note: Due to limited number of Schools belonging each category, only those reached the requirements shall receive the award.

SEARCH FOR BEST PERFORMING SCHOOL

Performance Indicators 30 pts.

Average for Elementary & Secondary levels

School MPS - 6 pts.

School Completion rate - 6 pts.

Graduation rate - 6 pts.

Dropout rate - 6 pts.

Retention rate- 6 pts.

For a, b, c, and e

Range	Points
90.6% and above	5
86.6% - 90.5 %	4
82.6%-86.5%	3
78.6 %- 82.5 %	2
75 % - 78.5%	1

For d

Range	Points
0	5
1% - 2.5%	4
2.6% -4.5%	3
4.6% - 6.5%	2
6.6 % -8.5%	1

100 % liquidation of MOOE for the previous' School Year10 pts.

No. of months with MOOE liquidation	Points
12	10
9-11	9
6-8	8

Submission of reports. 40 pts.

Reports/Documents	Points
Planning & Research Section	2
HRTDS	2
SMMES	2
Socmob Unit	2
YDFS	2
Educational Facilities	2
DRRM	2
Health and Nutrition Unit	2
Supply unit	2

ICTU	2
HRMU	2
Admin Unit	2
Cash Unit	2
Budget Unit	2
Finance Unit	2
LRMDS	2
Records Section	2
CID	2
OASDS	2
FTA	2

Zero complaint on child protection policy 5 pts.

No. of Complaints	Points
0	5
1	4
2	3
3	2
4	1

Cases resolved in the School 5 pts.

Percentage of cases Resolved	Points
90%-100%	5
80% - 89%	4
70% - 79%	3

Wins in the Division, Regional, National, International contest recognized by DepEd
(previous year) (Maximum of 10 pts.)

Rank Obtained	Points			
	Division	Regional	National	International
1	1.0	1.5	2.5	5
2	0.75	1	2	4
3	0.25	0.5	1	3

TOTAL 100 pts

Matrix of Incentives for Gawad Tulay-Malasakit ng Magiting na Tayabasin Awardees



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Award Categories	Monetary/ Cash Gift (As to availability of fund)	Certificate	Medal	Plaque	Two-day Compensatory Time-Off	Scholarship grant (As per invitation)	Attendance to national international training (As per invitation)	Salu-salo together (As to availability of fund)
Outstanding Elementary and Secondary School Teacher	✓	✓				✓	✓	
Outstanding Elementary and Secondary School Head	✓	✓				✓		
Outstanding Education Program Supervisor		✓			✓	✓		
Outstanding Non – Teaching Personnel (Levels 1 and 2)		✓			✓	✓	✓	
Outstanding Researcher (Elementary)		✓				✓	✓	
Secondary School								
Employee of the Month		✓	*** (3 or more award)					

			s confer red within the year					
Job Order Recognition		✓						
Service Award	Fund available							
Best School- Based Manageme nt Implement er (Elementar y and Secondary School)		✓						✓
Outstandin g DRRM Program Implement er (Elementar y and Secondary School)		✓						
Outstandin g brigade Eskwela Implement er (Elementar y and Secondary School)		✓						
Best Performing Public Elementar y and Secondary		✓						✓

School								
Natatangin g Parangal		✓						
Award for Good Deeds		✓			✓			

Matrix of Department of Education Incentives

Incentives	Legal Basis	Schedule of Release	Amount	Eligibles
Clothing Uniform Allowance	Sec. 50 of the General Provisions of R.A. 10964	April	Not exceeding P6,000	Teaching and Non-Teaching Personnel
Mid-Year Bonus	DBM No. 546	May	1month basic salary	Teaching and Non-Teaching Personnel
Year-End Bonus	Sec. 6 of the DBM Budget Circular No. 2016-4	October	1month basic salary	Teaching and Non-Teaching Personnel
Cash Gift	Sec. 6 of the DBM Budget Circular No. 2016-5	November	P5, 000	Teaching and Non-Teaching Personnel
Productivity Enhancement Incentive (PEI)	DBM Circular No. 2017-4	December	P5,000	Teaching and Non-Teaching Personnel
Anniversary Bonus	DBM No. 452	October	P3,000	Teaching and Non-Teaching Personnel



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Performance-Based Bonus (PBB)	E.O. 80 S. 2012 D.O. 007, s. 2021	February – March	50 – 60% of the Basic Salary	Teaching Personnel and Non-Teaching Personnel
Cash Allowance	Special Provision No.10 of R.A. 11645	June – July	P5,000	Teaching Personnel
Service Recognition Incentives (SRI)	Administrative Order No. 19 of the Office of the President	December	Not exceeding P10,000	Teaching and Non-Teaching Personnel