



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

02 Oct 2023

DIVISION MEMORANDUM
No. 571 s. 2023

EXTENSION ON CALL FOR GAWAD TULAY 2023 NOMINATION

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

1. With reference to **Division Memorandum No. 485, s. 2023**, this Office advises all concerned that the submission of nomination documents is extended.
2. Important activities to note about this call include:

Search Stage	Activity and Description	In-Charge	Timeline
Initial Screening in the Schools and in the Clusters	Identification of personnel who will be nominated from: ✓ Schools ✓ Clusters	Education Program Supervisors, School Heads, School PRAISE Committee	September 13-22
Submission	Submission/collection of nomination documents	SEPS/EPs II-HRTD; Gawad Tulay Secretariat	October 13

3. Attached are: Enclosure 1 – Indicative Timeline of Activities for Gawad Tulay 2023; Enclosure 2 - List of Award Categories; and Enclosure 3 - List of Requirements.

4. Policy Guidelines on Rewards and Recognition of the City Schools Division of the City of Tayabas, Nomination Forms, Search Criteria, Endorsement Templates, and other pertinent documents may be downloaded from <https://tinyurl.com/G-TULAY2023forms-criteria>.

5. Link for upload of nomination documents is <https://tinyurl.com/GTulay2023-Nomination-Upload>. All pertinent documents must be scanned, saved, named and uploaded as one file using this pattern: JUAN-DELACRUZ-Outstanding-Elementary-School-Teacher-Cluster1. File must be arranged in the following order: Signed Endorsement of School Head to EPS, Signed



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615





tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Endorsement of EPS to SDO, Complete Nomination Forms (according to the List of Requirements).

6. For immediate dissemination and strict compliance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl: as stated.

Reference: CSC MC No. 01, s. 2001

To be indicated in the Perpetual Index

Under the following subjects:

**HUMAN RESOURCE MANAGEMENT
REWARDS AND RECOGNITION**

SGOD-hrtd/call for gawad tulay 2023 nomination
None/October 2, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Enclosure 1

INDICATIVE TIMELINE OF ACTIVITIES FOR GAWAD TULAY 2023

Search Stage	Activity and Description	In-Charge	Timeline
Initial Screening in the Schools and in the Clusters	Identification of personnel who will be nominated from: ✓ Schools ✓ Clusters	Education Program Supervisors School Heads School PRAISE Committee	September 13-22
Submission	Submission/collection of nomination documents	SEPS/EPs II-HRTD; Gawad Tulay Secretariat	October 13
Stage 1	Screening and Table Evaluation The following will be screened and evaluated based on the Stage 1 criteria: <ul style="list-style-type: none"> Submitted e-copy of the filled-up Nomination Form Required documents Means of Verification stated in the Nomination Form 	Gawad Tulay Secretariat Gawad Tulay Evaluation Team	October 16-27, 2023
Stage 2	Onsite Validation, Interview and Demo-Teaching/Skills Validation	Gawad Tulay Secretariat Gawad Tulay Evaluation Team	October 16-20, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

	<p>The Gawad Tulay sub-committee will:</p> <ul style="list-style-type: none"> ✓ Validate the submitted MOVs and the MOVs based on the Stage 2 criteria and on the internal and external stakeholders' narrative <p>The Stage 2 Qualifiers for the Teachers Awards shall proceed to the demonstration teaching in the same school where they are teaching and teaching and will deliver the lesson to their own learners. The sub-committee assigned will provide the topic/lesson to be delivered by the qualifier.</p>		
Stage 3	Interview with the External Stakeholders	Gawad Tulay Committee	November 6-8
Final Stage	Awarding Ceremony	Gawad Tulay Committee	December 1

Enclosure 2

LIST OF AWARD CATEGORIES

A. Individual Categories

Outstanding Elementary School Teacher
Outstanding High School Teacher
Outstanding Elementary School Master Teacher
Outstanding High School Master Teacher
Outstanding Multi-Grade (MG) Teacher
Outstanding Special Needs Education (SNED) Teacher
Outstanding Alternative Learning System (ALS) Teacher
Outstanding Elementary School Head
Outstanding High School Head
Outstanding Education Program Supervisor/Public School District Supervisor
Outstanding Researcher – Elementary School
Outstanding Researcher – High School
Outstanding Researcher – Teaching-Related Personnel
Outstanding Researcher – Non-Teaching Personnel
Outstanding Non-Teaching Personnel-Level 1
Outstanding Non-Teaching Personnel-Level 2

B. School Categories

Best Performing Public Elementary School
Best Performing Public Secondary School



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Enclosure 3

LIST OF REQUIREMENTS

Certified True Copy of the following:

1. Completely Filled-out Gawad Tulay Nomination Form (Maximum of 10 pages including Executive and Nomination Write-Up)
 - *Gawad Tulay (GT) Nomination Form 1- Nomination for the individual category*
 - *Gawad Tulay (GT) Nomination Form 2- Nomination Form for the school category*
2. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination (*For Individual Category only*).
3. Certification from the Chairperson of the School PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
4. Letter from the head of office endorsing the nomination to the Gawad Tulay Committee
5. Certificate of No Pending Case (c/o AO V (*For Individual Category only*)).
6. Self-certification of No Pending Administrative, Civil and Criminal Case (*For Individual Category only*)
7. Certified True Copy of IPCRF/OPCRF (SY 2022-2023/CY 2022). Copy of the rating forms should be attached to the nomination folder.
8. Updated Service Record (*For Individual Category only*)
9. Updated PRC License (*For Individual Category only*)
10. 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 NOT the agency's Financial Officer/Accountant. *In the event that COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS. (For Principal, Supervisors, Non-Teaching Personnel Level 2, School Categories).*
11. 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.
12. Notarized certification that all information and documents submitted are true and correct. (*OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS*)



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>