



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

15 SEPT 2022

DIVISION MEMORANDUM  
No. 578 s. 2022

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

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

1. In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under Resolution No.010112 and CSC MC No. 01, s. 2001, DepEd Tayabas City 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 deed, 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 August 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 August 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 August up to September 15); 5. Daily Time Record (whole month of August up to first 2 weeks of September; 6. Rating sheet of the unit head.



Brgy. PotoI, Tayabas City



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<https://depeditayabas.com/>

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

<b>Date</b>	<b>Activities</b>
September 16-23, 2022	<ul style="list-style-type: none"><li>• Call for nomination</li><li>• Uploading of Accomplishment report of each personnel for August.</li><li>• Decision-making of TGTMMT Committee as to nominees</li><li>• Submission of name of nominees</li></ul>
September 26-30, 2022	<ul style="list-style-type: none"><li>• Submission of documents of the nominees</li><li>• Consolidation of documents</li><li>• Casting of votes</li></ul>
October 3-4, 2022	<ul style="list-style-type: none"><li>• Deliberation</li><li>• Interview</li><li>• Recommendation of awardees</li></ul>
October 10, 2022	<ul style="list-style-type: none"><li>• Awarding Ceremony</li></ul>

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

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent