



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

22 September 2025

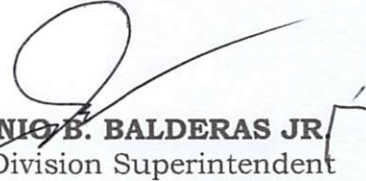
DIVISION MEMORANDUM
No. **658** s. 2025

CALL FOR NOMINATION FOR GAWAD TULAY 2025

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

1. Pursuant to 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**, as a localized Program on Awards and Incentives for Service Excellence (PRAISE), for deserving teaching, non-teaching and related-teaching personnel of the City Schools Division of the City of Tayabas.
2. This program aims to:
 - a. reward and recognize exemplary accomplishments and best practices of SDO personnel;
 - b. provide incentives to deserving employees;
 - c. promote efficiency, effectiveness and excellence in the workplace; and
 - d. advocate a culture of mutual respect and trust among individuals and teams, at all levels.
3. As an advocate of Equal Opportunity Principle (EOP), all School Heads, Heads of Sections, Units, and Divisions are hereby advised to take the necessary course of actions in relation to this call, irrespective of their religion or belief, physical condition, political affiliation, age, gender identity, sexual orientation, civil status, and disability.
4. All personnel who have been rated **Outstanding** in the Individual Performance Commitment Rating Form (IPCRF) **SY 2024-2025** or in **FY 2024** and all public elementary and secondary schools that have been rated **Outstanding** in SY 2024-2025, should be nominated.
5. Two (2) sets of hard copies of the Duly Accomplished Nomination Forms should be submitted **on or before September 26, 2025**. Other nomination requirements shall be required **on or before September 30, 2025**.
6. Nomination Forms as well as the Criteria for each of the award category may be downloaded from <https://tinyurl.com/Gawad-Tulay-2025>.

7. Attached are **Enclosure 1**–List of Award Categories, **Enclosure 2**–Eligibility Requirements of Nominees, **Enclosure 3**–Criteria for Stage 1 Evaluation, and **Enclosure 4**–Indicative Timeline of Activities.
8. Widest and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
References: CSC MC No. 01, S. 2001
Resolution No. 010112

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

INCENTIVES
REWARDS
RECOGNITION

SGOD- call for nomination for gawad tulay 2025
SGO6KC1R-003540/September 22, 2025

Enclosure 1

LIST OF AWARD CATEGORIES

No.	Individual Award Category	Level/SG
1	Outstanding Elementary School Teacher	K-Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elementary School Master Teacher	K-Grade 6
4	Outstanding High School Master Teacher	Grade 7-12
5	Outstanding SNED Teacher	K-Grade 12
6	Outstanding Multigrade Teacher	K-Grade 6
7	Outstanding ALS Teacher	K-Grade 12
8	Outstanding Elementary School Principal	Elementary School
9	Outstanding High School Principal	High School
10	Outstanding Education Program Supervisor	SDO
11	Outstanding Related-Teaching Personnel	SDO/School (Except School Principal)
12	Outstanding Non-Teaching Personnel Level 1	SG 1-9
13	Outstanding Non-Teaching Personnel Level 2	SG 10-22 (Except EPS)
14	Outstanding Researcher	Elementary
15	Outstanding Researcher	High School
16	Outstanding Researcher	Related-Teaching Personnel
17	Outstanding Researcher	Non-Teaching Personnel

No.	School Award Category	Level
1	Best Performing Public Elementary School	Elementary School
2	Best Performing Public High School	High School

Enclosure 2

ELIGIBILITY REQUIREMENTS OF NOMINEES

Nominated teaching, related-teaching and non-teaching personnel from schools, and learning centers, shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions. They must meet the following requirements.

Individual Category

1. Filipino citizen, active in the service and have rendered for not less than three (3) years of continuous service in DepEd as of deadline of submission of the nomination documents. Nominee's accomplishments which he/she is being nominated should have also been performed within SY 2024-2025 for school-based personnel and FY 2024 for the SDO-based personnel.
2. Outstanding accomplishments of the nominees for Outstanding Principal shall be based on the school where he/she was assigned within SY 2024-2025. If the nominee has been transferred to another school during the search, he/she shall be validated in the school where he/she implemented the Programs Projects, and Activities (PPAs).
3. Must not be on leave of absence at the time of the search.
4. Certification signed by the Administrative Officer V (Personnel of SDO) and by the Administrative Officer II (School-Based Personnel) that the nominee has obtained Outstanding Ratings for SY 2024-2025 or FY 2024.
5. Has not been subjected to any form of disciplinary actions.
6. No Notice of Disallowance from COA (for Principals, EPSs, and Non-Teaching Personnel Level 2)

School Category

1. Certification signed by the Assistant Schools Division Superintendent that the School Nominee has obtained Outstanding for SY 2024-2025.
2. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities, as of December 31, 2024, to be signed by the SDO Accountant.
3. 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.

Enclosure 3

CRITERIA FOR STAGE 1 EVALUATION

Individual Category:

Nominees under this category shall be subjected to the Stage 1 Criteria. The criteria are:

1. Performance Rating (IPCRF) – 30 points

Duly signed 2024-2025 IPCRF

2. Exemplary Behavior/Conduct Displayed- 10 points

Using the STAR (Situation, Task, Action, Results) Approach, describe the nominee's adherence to at least 5 of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved, and problems encountered. Write up should follow the S-T-A-R Approach.

3. Significant Accomplishment/s within the year (SY 2024-2025/ FY 2024) - 50 points

STAR Approach: Discuss the innovation that has significantly impacted the performance of the learner/school/school community/ with relevance to the current situation.

Indicate problems addressed, people/office benefited, and transactions facilitated. Discuss the results or impact. Means of Verification (MOVs) will be checked during the onsite validation. Indicate that the accomplishments are part of the nominee's regular functions/mandate or the product of his/her initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- Scope of Outstanding Contribution or Innovation- 10 points

Using the STAR Approach, discuss the extent of the innovation that it deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation.

- Beneficiaries - 10 points

Discuss how the beneficiaries were identified. How many have benefited from the contribution or innovation.

- Impact of Contribution/Innovation - 20 points

Discuss the results of innovation and its impact on the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation.

- Reliability of Contribution/Innovation- 10 points

Descriptions, and explanations on the reliability of contribution or innovation. This criterion includes the following indicators: replicability of the innovation or contribution; support contributed by internal and external stakeholders to the innovation or contribution; knowledge and competence in the implementation of the innovation or contribution within the KRA; clear and concise purpose of innovation; responsive to the needs of the stakeholders/beneficiaries

4. Awards and Membership -10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization. MOVs shall be checked during the Stage 2 validation.

B. School Categories:

Nominees under these categories shall be subjected to the Stage 1 Criteria. The criteria are:

1. **Performance Rating (OPCRF) – 30 points**
(Duly signed 2024 OPCRf)

2. **Significant Accomplishment/s within the year (SY 2024-2025) - 60 points**

STAR Approach: Describe in coming up with the innovation that has significantly impacted the performance of the learner/ school / school community with relevance to the current situation. Indicate problems addressed, people/office benefited, and transactions facilitated. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of the initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- **Scope of Outstanding Contribution or Innovation- 15 points**

Using the STAR Approach, discuss the extent of the innovation that it deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation)

- **Beneficiaries - 10 points**

Discuss how the beneficiaries were identified.

- **Impact of Contribution or Innovation - 15 points**

Discuss the results of the innovation, and its impact to the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation.

- **Provision of safe, gender-sensitive and happy working environment- 10 points**

Cite PPAs that exhibit that the school is safe, gender- sensitive and happy working environment. (MOVs will be checked.)

- **Reliability of Contribution/Innovation - 10 points**

Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:

- ✓ replicability of innovation or contribution
- ✓ support contributed by internal and external stakeholders to the innovation or contribution;
- ✓ knowledge and competence in the implementation of the innovation or contribution within the KRA;
- ✓ clear and concise purpose of innovation; and
- ✓ responsiveness to the needs of the stakeholders/beneficiaries

3. Awards -10 points

Major awards/citations received in connection with the awards.

Enclosure 4

INDICATIVE TIMELINE OF ACTIVITIES

Activities	Date	Persons Involved
Preparation of Documents and Forms	September 11-18	SEPS-HRTD; EPS II-HRTD; Heads and School and SDO PRAISE Committee
Call for Nomination	September 22	SEPS-HRTD; EPS II-HRTD
Meeting of PRAISE Committee, Screening and Evaluation Committee, and PRAISE Secretariat	September 22-24 (any day)	ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit; Chairpersons, Co-Chairpersons and Members of the Committee per category
Orientation on the Processes and Requirements of Gawad Tulay 2025	September 23, 2025	School Heads, Parent-Supervisors, PRAISE Committee, PRAISE Secretariat
Initial Screening in the Schools and in the Clusters Identification of personnel who will be nominated from: ✓ Schools ✓ Clusters	School Level - September 29-30; Cluster Level October 1-3	Education Program Supervisors School Heads School PRAISE Committee
Submission /Collection of Nomination Forms	October 6	Heads SEPS-HRTD; EPS II-HRTD
Submission /Collection of other Nomination Requirements	October 10	Heads SEPS-HRTD; EPS II-HRTD
Screening /Shortlisting /Evaluation of Nomination Papers	October 13-17	SDO PRAISE Committee
Demonstration Teaching (For Outstanding Teachers only)	October 20-24	Committee on Search for Outstanding Teachers; Education Program Supervisor/s other than the chairperson or member/s of the category (based on Learning Area to be demonstrated)
Stage 2 On-Site Validation	October 20-24	PRAISE Committee, Screening and Evaluation Committee, Secretariat
Final Panel Interview	October 27-28	PRAISE Committee: ASDS; SGOD Chief; CID Chief; Head of: Human Resource Unit, Budget and Finance Unit, School

		Secretariat: SEPS-HRTD; EPS II-HRTD
Submission of Final List of Awardees to the SDS	October 31	Secretariat: SEPS-HRTD; EPS II-HRTD
Preparation for the Day of Awards and Recognition	November 3-21	SGOD Chief SEPS-HRTD; EPS II-HRTD
Awarding Ceremony	December 5	SGOD Chief SEPS-HRTD; EPS II-HRTD