



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

09 MARCH 2020

DIVISION MEMORANDUM

No. 082 s. 2020

CALL FOR NOMINATION
TAYABAS GAWAD TULAY-MALASAKIT NOMINEES

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

1. Anchored on the Civil Service Commission Program on Awards and Incentives for Service Excellence (PRAISE) and DepED Order No. 9, s. 2002 re: Establishing PRAISE in the Department of Education and Region IV-CALABARZON Gawad Patnugot, the Schools Division of Tayabas City announces the call for nomination for **TAYABAS GAWAD TULAY-MALASAKIT NOMINEES**.
2. The institutionalization **Tayabas Gawad-Tulay Malasakit** aims to encourage, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behaviour, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity and for other extraordinary acts or services in the public interest.
3. The award categories are:

No.	Individual Category	Level
1	Outstanding Elementary Teacher	K-Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elementary ^{school} Principal	Elementary School
4	Outstanding High School Principal	High School
5	Outstanding Educational Program Supervisor	SDO
6	Outstanding Non-Teaching Personnel (Level 1)	SG 1-9
7	Outstanding Non-Teaching Personnel (Level 2)	SG 10-22 (except EPS)
8	Outstanding Researcher	Elementary
9	Outstanding Researcher	High School



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No.	School Category*	Level
1	Most Effective School Reading Program Implementer	Elementary School
2	Most Effective School Reading Program Implementer	High School
3	Most Effective School ELLN Implementer	Elementary (K-3) School
4	Best School-Based Management Implementer	Elementary School
5	Best School-Based Management Implementer	High School
6	Outstanding DRRM Program Implementer	Elementary
7	Outstanding DRRM Program Implementer	High School
8	Outstanding Campus Journalism Program Implementer	Elementary School
9	Outstanding Campus Journalism Program Implementer	High School
10	Outstanding Brigada Eskwela Implementer	Elementary School
11	Outstanding Brigada Eskwela Implementer	High School
12	Outstanding Youth Formation Program Implementer	High School

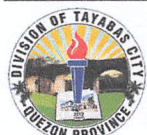
Special Category

Barangay with Zero Out-of-School Youth (OSY)
Natatanging Parangal (for organization)

- All Schools are highly encouraged to participate in all categories and send **one official nominee** in each award category.
Likewise, Head Teachers who wish to join the Search can participate in the Outstanding Teacher category depending on their level of assignment.
- Please be guided by the following schedule of activities and specified dates relative to the said Search.

SEARCH TIME LINE

Activities	Date	Persons Involved
Preparation of Documents and Forms	February 24-28	Fideliza Luces, Luzviminda Saldares
Meeting of PRAISE Committee, Screening and Evaluation Committee, and PRAISE Secretariat	March 2	ASDS Maylani L. Galicia, SGOD Chief Edwin R. Rodriguez, OIC-CID Chief Sancho Calatrava, Mr. Benjamin Millares, Agnes Luzadas, Conrad Gabarda, Josefina Oabel
Call for Nomination	March 9	Fideliza Luces, Luzviminda Saldares
Submission/Collection of Nomination Papers	March 23-31	Fideliza Luces, Luzviminda Saldares
Screening/Shortlisting/Evaluation of Nomination Papers	April 1-10	PRAISE Committee: ASDS Maylani L. Galicia, SGOD Chief Edwin R. Rodriguez, OIC-CID Chief Sancho Calatrava, Mr. Benjamin Millares, Agnes Luzadas, Conrad Gabarda, Josefina Oabel Screening and Evaluation



		Committee: Education Program Supervisors, Education Program Specialists Secretariat: Fideliza Luces, Luzviminda Saldares
On-Site Validation	April 14-17	PRAISE Committee, Screening and Evaluation Committee, Secretariat
Demonstration Teaching (For Outstanding Teachers only)	April 21-22	Committee on Search for Outstanding Teachers and Education Program Supervisor/s other than the chairman or member/s of the category
Final Panel Interview	April 23-30	PRAISE Committee: ASDS Maylani L. Galicia, SGOD Chief Edwin R. Rodriguez, OIC-CID Chief Sancho Calatrava, Mr. Benjamin Millares, Agnes Luzadas, Conrad Gabarda, Josefina Oabel Secretariat: Fideliza Luces, Luzviminda Saldares

Notes:

Demonstration Teaching is a requirement for Outstanding Teacher Category only.

The Committee will strictly follow the timeline.

Expenses relative to the conduct of the said activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations while expenses during the awarding ceremony such as trophies, certificates, cash prizes, and stage decoration shall be charged against Special Education Fund (SEF).

For further information regarding the Search, you may contact the PRAISE Secretariat 09502789130.

Attached are the Search Guidelines, Checklist of Required Documents and Nomination Forms

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.: As stated.



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**INSTITUTIONALIZATION
OF TAYABAS GAWAD TULAY-MALASAKIT**

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 endeavours to adopt and institutionalize the herein Program on Awards and Incentives for Service Excellence (PRAISE) through **Tayabas Gawad Tulay-Malasakit** – the Schools Division Award coined with reference to the longest Spanish Bridge in the Philippines, the **Puente de Malagonlong** and **Malasakit**, associated with Filipino values such as hospitality, concern, and compassion.

Adopted from PRAISE, **Tayabas Gawad-Tulay Malasakit** aims to encourage , recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behaviour, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity and for other extraordinary acts or services in the public interest.

Hence, there is a need for the constitution of **Tayabas Gawad-Tulay Malasakit** Committee and the implementation of its provisions.

Tayabas Gawad Tulay-Malasakit shall adhere to the principles of providing incentives and awards.

Likewise, awardees of **Tayabas Gawad Tulay-Malasakit** may be considered for nominations to CALABARZON's Gawad Patnugot or to any other search by the Civil Service Commission.

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, **Tayabas Gawad Tulay-Malasakit** is assumed to be an effective framework for the evaluation of individuals and groups in the organization.

Personnel and School nomination and evaluation with a view to organization growth may focus on providing useful information for making and monitoring improvements and can support school principals and teachers (van de Grift and Houtveen, 2006). Appraisal, awards and recognition of personnel and subsequent feedback can also help stakeholders to improve schools through more informed decision making (OECD, 2005).



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Such improvement efforts can be driven by objectives that consider schools as learning organisations which use evaluation to analyse the relationships between inputs, processes and, to some extent, outputs in order to develop practices that build on identified strengths and address weaknesses that can facilitate improvement efforts (Caldwell and Spinks, 1998).

Identifying strengths and weaknesses, making informed resource allocation decisions, and motivating actors to improve performance can help achieve policy objectives such as school improvement, school accountability and school choice.

The institutionalization of **Tayabas Gawad Tulay-Malasakit** the external appraisal and evaluation framework of the Division Office, the schools and their personnel shall be an opportunity to gather and analyse data for policy makers and administrators to raise performance and to target specific areas of school education.

II. OBJECTIVES

Anchored on the mechanism of PRAISE, the **Tayabas Gawad Tulay-Malasakit** aims to:

1. establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving employees and institutions for their outstanding accomplishments and innovations, and best practices, on a continuing basis;
2. provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishment and personal efforts; and
3. establish a mechanism for nomination outside the Schools Division of Tayabas City.

III. SCOPE

The mechanism of **Tayabas Gawad Tulay-Malasakit** shall apply to all officials and employees in the career and non-career service, including public elementary and secondary teachers, non-teaching personnel, and public schools of the Schools Division of Tayabas City, including its partner individuals and groups.

IV. DEFINITION OF TERMS

- ♦ **AWARD** – 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 behaviour, heroic 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** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determine as far as practicable by competitive examination, or based on



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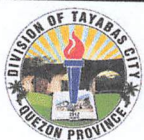
highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

- ◆ **CONTRIBUTION** – any input which can be in the form of an idea or performance.
- ◆ **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- ◆ **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- ◆ **INCENTIVE** – 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**- the creation of something previously non-existent which will benefit the government
- ◆ **NON-CAREER**- 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** – 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** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- ◆ **SYSTEM** – the agency awards and incentives program for employees.

V. **PRAISE and Tayabas Gawad Tulay-Malasakit Committee**

The Schools Division of Tayabas City **PRAISE and Tayabas Gawad Tulay-Malasakit** Committee is composed of the following:

- Schools Division Superintendent or his authorized representative;
- Head of the Financial Unit;
- SGOD Chief;
- Highest Human Resource Management Officer; and



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- Two (2) representatives from the accredited employees union who shall serve for a period of two years

The Screening and Evaluation Committee Chairman and Members shall be composed of the following:

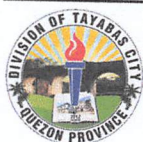
- Assistant Schools Division Superintendent
- SGOD Chief
- CID Chief
- Education Program Supervisors (CID); and
- Education Program Specialists (SGOD)

The PRAISE Secretariat is composed of the following:

- SEPS for HRTD; and
- EPs for HRTD

VI. CALENDAR OF ACTIVITIES FOR GAWAD TULAY-MALASAKIT

Activities	Date	Persons Involved
Preparation of Documents and Forms	February 24-28	Fideliza Luces, Luzviminda Saldares
Meeting of PRAISE Committee, Screening and Evaluation Committee, and PRAISE Secretariat	March 2	ASDS Maylani L. Galicia, SGOD Chief Edwin R. Rodriguez, OIC-CID Chief Sancho Calatrava, Mr. Benjamin Millares, Agnes Luzadas, Conrad Gabarda, Josefina Oabel
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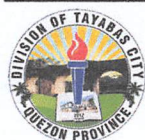
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		Screening and Evaluation Committee: Education Program Supervisors, Education Program Specialists Secretariat: Fideliza Luces, Luzviminda Saldares
On-Site Validation	April 14-17	PRAISE Committee, Screening and Evaluation Committee, Secretariat
Demonstration Teaching (For Outstanding Teachers only)	April 21-22	Committee on Search for Outstanding Teachers and Education Program Supervisor/s other than the chairman or member/s of the category
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VII. GAWAD TULAY-MALASAKIT TECHNICAL WORKING GROUP

Committee	Roles and Responsibilities
Tayabas Gawad Tulay-Malasakit Committee:	<ul style="list-style-type: none"> Reviews nomination forms Screens and evaluates documents



ASDS Maylani L. Galicia, SGOD Chief Edwin R. Rodriguez, OIC-CID Chief Sancho Calatrava, Mr. Benjamin Millares, Agnes Luzadas, Conrad Gabarda, Josefina Oabel	<ul style="list-style-type: none"> Conducts Final Panel Interview Finalizes List of Awardees
Aniano M. Ogayon, CESO V Schools Division Superintendent	<ul style="list-style-type: none"> Approves List of Awardees
Tayabas Gawad Tulay-Malasakit Secretariat: Fideliza Lucas, Luzviminda Saldares	<ul style="list-style-type: none"> Prepares documents (Memorandum, transmittal) and forms Coordinate meetings Record Submissions Document proceedings and meetings
Chairperson of each Clustered Category: Cluster 1: <ul style="list-style-type: none"> ✚ Outstanding Elementary School Teacher ✚ Outstanding Secondary School Teacher ✚ Outstanding Elementary School Principal ✚ Outstanding Secondary School Principal Cluster 2: <ul style="list-style-type: none"> ✚ Outstanding Education Program Supervisor ✚ Outstanding Non-Teaching Personnel (Level 1) ✚ Outstanding Non-Teaching Personnel (Level 2) Cluster 3: <ul style="list-style-type: none"> ✚ Outstanding Researcher (Elementary School) ✚ Outstanding Researcher (Secondary School) Cluster 4: <ul style="list-style-type: none"> ✚ Most Effective School Reading 	<ul style="list-style-type: none"> Lead the committee-in-charge of each category Lead the screening and evaluation of all nominations <ul style="list-style-type: none"> ➤ completeness of documentary requirements ➤ correctness of the documents/accomplishments vis-à-vis requirements Lead in the preparation of documents for the shortlist of nominations Lead committee in the on-site validation Recommend the final list of nominees to the PRAISE Committee

<p>Program Implementer (Elementary School)</p> <ul style="list-style-type: none"> ✚ Most Effective School Reading Program Implementer (Secondary School) ✚ Most Effective School ELLN Implementer (K to 3 School) ✚ Outstanding Campus Journalism Program Implementer (Elementary) ✚ Outstanding Campus Journalism Program Implementer (Secondary) <p>Cluster 5:</p> <ul style="list-style-type: none"> ✚ Best School-Based Management Implementer (Elementary School) ✚ Best School-Based Management Implementer (Secondary School) ✚ Outstanding DRRM Program Implementer (Elementary School) ✚ Outstanding DRRM Program Implementer (Secondary School) ✚ Outstanding Brigada Eskwela Implementer (Elementary School) ✚ Outstanding Brigada Eskwela Implementer (Secondary School) ✚ Outstanding Youth Formation Program Implementer (Secondary) <p>Cluster 6:</p> <ul style="list-style-type: none"> ✚ Barangay with Zero-Out-of-School-Youth (OSY) ✚ Natatanging Parangal (for organization) 	
<p>Members of each Clustered Category</p>	<ul style="list-style-type: none"> ▪ Collaborate with their respective chairperson for the clustered category, in all activities

VIII. Eligibility Requirements of Nominees

Nominated schools, barangays, instructional leaders, teaching and non-teaching personnel will be evaluated based on their outstanding accomplishments and must meet the following qualifications:

Individual Categories

1. Filipino Citizen, active in the service and have rendered for not less than three (3) years of continuous government service as of deadline of nomination's submission. Nominee's accomplishments which he/she is being recognized should also have been undertaken within the last three years immediately prior to the nomination and have been continuously carried out by the nominee during the said period.
2. Must not be on leave at the time of the Search.
3. Must have obtained OUTSTANDING performance ratings for the last three (3) years. (Copy of the rating forms (IPCR/OPCR) should be attached to the nomination folder)
4. Has not been subjected to any form of disciplinary actions.
5. No pending administrative, criminal and civil case filed.
6. No Notice of Disallowance from COA

School Categories

1. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the School nominee has obtained OUTSTANDING performance ratings for the last two (2) years (OPCRF).
2. Certification of No Unliquidated Cash Advances and Disallowance 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.
3. In case of unliquidated cash advances and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

IX. CRITERIA FOR STAGE 1 VALIDATION

A. Individual Category:

Outstanding Teacher (elementary, high school), Outstanding Principal (elementary, high school), Outstanding Education Program Supervisor, Outstanding Non-Teaching Personnel (level1&2), Outstanding Researcher Awards.



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1. Performance Rating (IPCRF/OPCRF) – 30points

2. Significant Accomplishment/s – 15points

Project/Work Accomplished, number of strategies/activities done that have significantly impacted the performance of the school, number of accomplished work/projects that benefited the community. The role of TEA Governance must be highlighted.

3. Impact of Accomplishments – 25 points

Scope/Replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator

4. Innovation -20points

Original, creative programs, project, activities made in the last three (3) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator. The role of TEA Governance must be highlighted.

5. Awards and Membership – 10points

Major awards/citations received relevant to the category and active membership in a reputable professional organization.

B. School and Divisions Categories:

Most Effective School Reading Program Implementer (elementary school, high school) Most Effective School ELLN Implementer (K-3 elementary school)
Best School-Based Management Implementer (elementary school, high school)
Outstanding Campus Journalism Program Implementer (elementary school, high school) Outstanding Brigada Eskwela Implementer (elementary school, high school)
Best Performing Public Elementary and High Schools
Outstanding Division DRRM Program Implementer, Outstanding Youth Formation Program Implementer

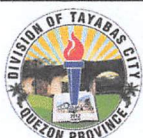
1. Performance Rating (OPCRF) – 30 points

2. Significant Accomplishment/s – 15 points

Project/Work Accomplished, number of strategies/activities done that have significantly impacted the performance of the school and the organization as well.

3. Impact of accomplishments – 25points

Scope/replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator



4. Innovation – **20 points**

Original, creative programs, project, activities made in the last two (2) years in connection to the award category and the extent to which it/they is/are being used with results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator

5. Awards and Membership – **10 points**

Major awards/citations received in connection to the award

C. Special Category:

1. Barangay with Zero Out-of-School Youth

○ Sustainability of the Program / Project – **40 points**

The barangays programs and projects support the learners in a particular period of time

○ Innovativeness of programs/ projects – **20 points**

The programs and projects are unique and benefitted majority of learners.

○ Partnership with stakeholders – **40 points**

The initiated program and project involve various stakeholders.

2. Natatanging Parangal

Criteria for Natatanging Parangal

○ Impact to Organization – 50 points

Description of the Project/Work Accomplished, Activities done that have significantly impacted the performance of the organization as well. The activities / events or service should not be part of the nominee's job description or duties and the members cannot receive any monetary or personal benefits from their involvement. The organization should have also demonstrated how it embodies and instills the TEA Governance principle.

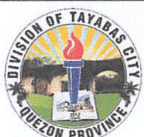
○ Impact to Community – 50 points

Problems addressed, people / office benefited, and its impact to the community.

X. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully- accomplished Gawad Tulay-Malasakit nomination form and other documentary requirements, and two (2) additional copies of the original nomination folder.

A. Completely Filled-out Gawad Tulay-Malasakit Nomination Form (Maximum of 10 pages including Executive Summary and Nomination Write-up)



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- Gawad Tulay-Malasakit (GTM) Nomination Form 1- Nomination for the individual categories: Outstanding Teacher, Outstanding Principal, Outstanding EPS, Outstanding Teaching and Non-Teaching Personnel (levels 1 & 2)
- Gawad Tulay-Malasakit (GTM) Nomination Form 2 – Nomination Form for the school category: Most Effective School Reading Program Implementer. Most Effective School ELLN Implementer, Bet School-Based Management Implementer. Outstanding Campus Journalism Program Implementer, Outstanding Brigada Eskwela Implementer, Outstanding Youth Formation Program Implementer
- Gawad Tulay-Malasakit (GTM) Nomination Form 3 - Nomination Form for the special category : Barangay with Zero OSY, Natatanging Parangal

B. Nominee's updated Form 212 or Personal Data Sheet with passports size photo with nametag taken during the last six months prior to the nomination (For Individual Category only).

C. Self-certification of No Pending Administrative, Civil and Criminal Case for individual Category only)

D. Certification signed by the Administrative Officer V/IV (Personnel) that the nominee has obtained OUTSTANDING performance ratings (IPCRF) for the last three (3) years for the individual category and OUTSTANDING performance rating (OPCRF) for the last two (2) years for the school. Copy of the rating forms should be attached to the nomination folder, except for Barangay with Zero OSY and Natatanging Parangal nominations.

E. Copy of the recent CSC appointment (For Individual Category Only)

F. Authenticated and updated PRC License (For Individual Category only)

G. Copy of the SEC Registration (For Natatanging Parangal only)

H. 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. (For Principals and Schools Categories only)

I. 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.

Each Completely-filled up 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 ten (10) pages of A4 size bond paper, using Century Gothic font # 11

The Nomination form and documentary requirements should be placed in legal size folder (white color). Hard-bound and creative covers are discouraged. Copies of annual reports,



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Recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder. Only required documents must be submitted.

XI. Write-up Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years for the individual nominees and two years for the school and SDO nominees. Presentation of accomplishments or norms manifested should be in order of significance, complete with description. 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 including problems addressed, people/office benefited and/or transactions facilitated.

B. The following information must 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.

Limitation on Nomination

- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper. Century Gothic #11 font) to include the summary of accomplishments, impact and other information
- An employee or school should be nominated to only one award category.
- Tayabas Gawad Tulay-Malasakit awardees are those who have been previously conferred with any of the award categories after three years from the conferment of his/her awards provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

XII. Procedure for Nomination

Nomination to the Search may be done by officials, schools within the DepEd Tayabas City. The following are the steps on how to nominate outstanding instructional leaders, teaching and non – teaching employees, schools, and organizations.

A. For individual category nomination:



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- Schools are expected to nominate their exemplars. Each employee shall only have one nominee in every award category.
- The School PRAISE committee shall be responsible for preparing reviewing and preparing the nomination folder of the official or employee being nominated for the approval of the head of office.
- The Office Head shall approve the submission of the nomination.

B. For school category nomination:

- Schools are expected to nominate their exemplars. Each school shall only have one nominee in every award category.
- The School PRAISE committee shall be responsible for preparing reviewing and preparing the nomination folder of the official or employee being nominated for the approval of the head of office.
- The Office Head shall approve the submission of the nomination.

XIII. Procedure for Screening and Evaluation

The SDO Tayabas City through the Tayabas Gawad Tulay-Malasakit Committee shall create 6 clusters of Selection Committee, composed of 3-5 members for each clustered award categories preferably composed of the Assistant Schools Division Superintendent, Functional Division Chiefs and Unit Heads, Education Program Supervisors, Education Program Specialists. Full-fledged principals with no nomination may also be enjoined as members of the screening committee.

The Selection Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishments/s presented. It shall shortlist qualified nominees based on Sections VIII-X of the Guidelines.

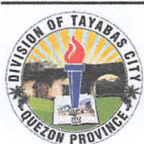
Only those who pass the Stage 1 evaluation shall be subjected to onsite validation. They shall receive communication on the further details of the next stage of the search,

Please refer to the Search Timeline.

XIV. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up clearance and other required documents). Nominations with **incomplete** documents shall **no longer** be processed.

B. 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.



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XV. Submission of Nomination

Nominations to the annual **TAYABAS GAWAD TULAY-MALASAKIT** must be submitted to the SGOD Office, **not later than March 31, 2020.**

Attention: Human Resource Development Division and Search Secretariat





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

GTM NOMINATION FORM 1A (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:
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? _____	



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GTM NOMINATION FORM 1B (Individual Category)

NOMINATION WRITE-UP

Name of Nominee: _____ Award Category: _____

School/Office: _____ Position/Designation: _____

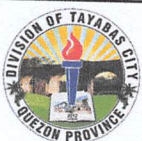
Length of Service in the Position: _____ Length of Service in the Government: _____

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 that last Three Years (June 2017 – June 2019)
(Description of the Project/Work Accomplished/Strategies Done that have significantly impacted the performance of the school / school community)

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 in the last three (3) years in connection to the award category) 1 page abstract.



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GTM NOMINATION FORM 1C (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 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.

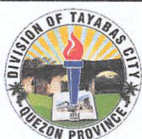
PRINTED NAME AND SIGNATURE

NOMINEE



SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE CHAIR



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GTM NOMINATION FORM 2A (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:
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? _____	



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GTM NOMINATION FORM 2B (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 that last Three Years (June 2017 – June 2019) (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.)



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GTM NOMINATION FORM 2C (School 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 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

NOMINEE

SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE CHAIR



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GTM NOMINATION FORM 3A (Natatanging Parangal)

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Category: Natatanging Parangal	
THE NOMINEE	
Name of Group:	Name of Team Leader:
Position:	
Telephone /Mobile Number:	Email Address:
Organization/Division Address:	
Telephone/Mobile No. :	
Team Member (Name-Position Title based on Service Record)	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
SCHOOL / OFFICE HEAD	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
	Email Address:
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No:
Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Has your Natatanging Parangal 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 your Natatanging Parangal nominee been a Semi-finalist in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	
Has your Natatanging Parangal nominee been a Winner in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	



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GTM NOMINATION FORM 3B (Natatanging Parangal)

NOMINATION WRITE-UP

Name of the Group: _____ **Team Leader:** _____
Length of Existence (as organization) _____ **Office Address:** _____

I. Executive Summary (Description of the organization; the why and when it was accredited by a reliable and reputable institution; why the organization is deserving of the award in not more than 150 words.)

II Impact to Organization (June 2017-June 2019) (Description of the Project/Work Accomplished, Activities Done that have significantly impacted the performance of the organization as well. The activities / events or service should not be part of the nominee's job description or duties and the members cannot receive any monetary or personal benefits from their involvement. The organization should have also demonstrated how it embodies and instills the TEA Governance principle.)

III. Impact to Community (Indicate problems addressed, people/office benefited, and its impact to the community.)



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GTM NOMINATION FORM 3C (Natatanging Parangal)

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 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

NOMINEE

SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE MEMBER

SCHOOL PRAISE COMMITTEE CHAIR



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GTM NOMINATION FORM 4A (Brgy. with Zero OSY)

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THE NOMINEE	
Name of Barangay:	Name of Barangay Captain:
Division:	Telephone/Mobile No:
Municipality	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Has your barangay 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 your barangay nominee been a Semi-finalist in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	
Has your barangay nominee been a Winner in any search? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	



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GTM NOMINATION FORM 4B (Brgy. with Zero OSY)

NOMINATION WRITE-UP

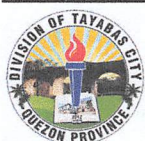
Name of Barangay : _____

Municipality : _____

Office : _____

TITLE of PAP:	
Brief Description of PAP	
Persons involved	
Time Frame of the Implementation/conduct of the PAP	
Reasons for replicating the PAP	

Note: Nominees may add tables based on the number of their PAPs. One table per PAP



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