TESDA CIRCULAR

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Amendment to TESDA Circular No. 074 S. 2019 on the Revised TESDA – Program on Awards and Incentives for Service Excellence (TESDA-PRAISE)		Number 114 Series of 2020
Date Issued:	**Effectivity:**	**Supersedes:**
September 07, 2020	As indicated	Any other issuance/s inconsistent herewith

In order to ensure greater inclusion of employees in recognizing their superior accomplishments and extraordinary acts or services, the types of awards and incentives must be amended as necessary.

This Circular intends to amend the Agency Awards as stated in Part V Section 2.1 of TESDA Circular No. 074 Series of 2019 on the Revised TESDA – Program on Awards and Incentives for Service Excellence (PRAISE).

V. TYPES OF AWARDS/INCENTIVES/REWARDS

2. AGENCY CATEGORY

Awards and incentives under this category are conferred by the Authority in recognition of the excellent achievements and quality services provided to its stakeholders.

The TESDA-PRAISE Committee shall make the assessment and selection of the awardees.

2.1. Awards

2.1.1. TESDA Model Employee of the Year Award (TMEOYA) shall be given to any employee who has a performance rating of at least Very Satisfactory and ranks number one from among the qualifiers based on the criteria set by the National Screening Committee on TESDA Model Employee Award.

The National Model Employees shall be given a plaque of recognition, a cash prize amounting to Fifty Thousand Pesos (P50,000.00), subject to the availability of funds, trip for two (2) in any region chosen and a token to be determined by the National Screening Committee.

They shall also be nominated to the Civil Service Commission Honor Awards Programs such as Pag-asa ng Bayan, Lingkod ng Bayan, or Dangal ng Bayan awards, whichever is most fitted.

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Outside of the National TMEOYA winners, category nominees who were ranked within the five (5) finalists shall be awarded with a certificate of recognition signed by the Director General. Similarly, subject to the availability of funds, and tokens to be recommended by the National Selection Committee may be awarded upon the discretion of the TESDA Director General.

The Regional Model Employees and model employees of every Executive Office, Office of the Director General, Offices of the Deputy Director General, Administrative Service, and Financial and Management Service shall also receive the amount of Five Thousand Pesos (PhP5,000.00), chargeable against their respective office's budget subject to the usual accounting and auditing rules and regulations and a certificate of recognition with the signature of the head of office.

2.1.2. Tuklas Kasanayan Award is conferred to employees who have contributed significantly to Technical Vocational Education and Technology (TVET) by way of studies, researches, inventions, ideas, and innovations that have made an overall impact to the organization as TVET authority. Awardee/s for this category will receive a plaque and cash in the amount of Ten Thousand Pesos (PhP10,000.00) or more, subject to the availability of funds.

2.1.3. TESDA Organizational Awards include the following to recognize the accomplishments of Regional Offices, Provincial Offices, and TESDA Training Institutions:

2.1.3.1. Best Performing Regional Office Award is in line with TESDA's commitment and thrusts as a quality-assured and corrupt-free organization.

It shall evaluate performance of the Regional Offices, identify areas of strengths and weaknesses which will serve

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as basis for strategies and appropriate interventions and provide incentives and recognition for good performance.

A plaque and cash in the amount of One Hundred Thousand Pesos (PhP100,000.00) will be given to the awardee for this category. The First Runner-up will receive a plaque and cash in the amount of Seventy-Five Thousand Pesos (PhP75,000.00), The Second Runner-up will receive a plaque and cash in the amount of Fifty Thousand Pesos (PhP50,000.00).

2.1.3.2. Galing Probinsya Award shall be given to the Provincial Office that excelled in the effective supervision, coordination, integration, and implementation and monitoring of TVET programs within their province. A plaque and cash in the amount of Seventy-Five Thousand Pesos (PhP75,000.00) will be given to the awardee for this category. The First Runner-up will receive a plaque and cash in the amount of Fifty Thousand Pesos (PhP50,000.00). The Second Runner-up will receive a plaque and cash in the amount of Twenty-Five Thousand Pesos (PhP25,000.00), subject to the availability of funds.

2.1.3.3. Best Training Institution Award shall be given to the training institution that excelled in the effective implementation of TVET programs offered within their institution. A plaque and cash in the amount of Seventy-Five Thousand Pesos (PhP75,000.00) will be given to the awardee for this category. The First Runner-up will receive a plaque and cash in the amount of Fifty Thousand Pesos (PhP50,000.00). The Second Runner-up will receive a plaque and cash in the amount of Twenty-Five Thousand Pesos (PhP25,000.00), subject to the availability of funds.

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2.1.4. Gantimpala sa Lathala shall be presented to an office or region in recognition of successful marketing, advocacy and promotion efforts through newsletters or any form of print/digitized material that have amplified TESDA programs and services and have established and increased stakeholders and linkages. A plaque and cash in the amount of Fifty Thousand Pesos (PhP50,000.00) will be given to the awardee for this category.

2.1.5. Perfect Attendance Award shall be given to employees who have perfect attendance for the immediate past year in each Regional office and in the Central Office. Leaves such as forced leave, maternity and paternity leave, special privilege leave, and solo parent leave, and other leave of absence of the same nature shall not be counted as absence. However, those have availed of a study leave or review class shall be disqualified from this award. A certificate of recognition and cash in the amount of Five Thousand Pesos (Php5,000.00) shall be given to the awardee for this category subject to the availability of funds.

2.1.6. Tagsanay Award shall be given in recognition of the contributions of TVET trainers in the public and private institutions nationwide. Cash prize of Twenty-Five Thousand Pesos (P25,000.00) will be given to the Outstanding TVET Trainer. Also, the training institution where the top three (3) winners come from shall also be recognized and awarded a cash prize of Twenty Thousand Pesos, Fifteen Thousand Pesos, and Five Thousand Pesos.

2.1.7. GAD Awards sa TVET shall be conferred to an Official, Employee or Office (Executive Office, Regional Office, Provincial or District Office) in recognition of their outstanding achievement and/or performance in terms gender mainstreaming in TVET and in

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upholding the rights of women and for effective implementation of TESDA's gender-responsive programs.

2.1.7.1. The **Most Outstanding Gender-Responsive TESDA Official/Employee** shall be given to one (1) TESDA Official and/or personnel, who have proven record and achievements of championing GAD and women economic empowerment based on the criteria set by TESDA's GAD Focal Point System. The awardee shall receive a plaque plus reward in cash in the amount of Ten Thousand Pesos (P10,000.00), subject to the availability of funds. Special citations may also be given.

2.1.7.2. The **Most Outstanding Gender-Responsive TESDA Office** shall be awarded to the Office (Executive Office, Regional Office, Provincial or District Office) with the most outstanding performance in gender mainstreaming through gender-responsive policies, programs, projects and activities, and efficient utilization of the GAD budget. The Offices will be ranked 1st (Gold Award), 2nd (Silver Award) and 3rd (Bronze Award) based on the criteria set by the GAD Focal Point System. The awardees shall receive a plaque plus reward in cash in the amount of Thirty Thousand Pesos (P30,000.00), Twenty Thousand Pesos (P20,000.00), and Ten Thousand Pesos (P10,000.00). Special citations may also be given, the amount of which to be determined by the Gender and Development Focal Point System Executive Committee.

2.1.8. **TVET Trainer Exemplary Service Award (TTESA)** shall provide recognition and rewards to personnel who performs teaching functions in the TTIs excluding school administrators for their outstanding accomplishments and best practices. They shall receive a plaque containing the citation and signature of the

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TESDA Director General, tokens to be determined by the National Selection Committee.

The Top 5 qualifiers shall also receive a cash prize in the amount of Twenty Thousand Pesos (PhP20,000.00) subject to the discretion of the Director General and availability of funds.

The TESDA-PRAISE shall take effect upon approval by the Civil Service Commission (CSC). Corresponding implementing guidelines of the awards and incentives provided hereof shall be formulated and shall take effect immediately. Subsequent amendments, revision or enhancement shall likewise be submitted to CSC for evaluation and shall take upon approval by the CSC.

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General

Approved:

JUDITH A. DONGALLO-CHICANO
Director IV
Civil Service Commission
National Capital Region
SEP 29 2020