



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Date: January 4, 2021

**DIVISION MEMORANDUM**

No. 05 s. 2020

**SPECIFIC GUIDELINES ON THE APPLICATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP) FOR APPLICANTS WHO NEEDS SPECIAL ATTENTION UNDER THE AGENCY'S LEARNING AND DEVELOPMENT (L&D) SYSTEM**

To: Assistant Schools Division Superintendent  
 SGOD and CID Chiefs  
 SECTION/ UNIT HEADS  
 Human Resource and Development  
 All Others Concerned

1. Relative to the Learning and Development (L&D) System, this office strictly adheres to the Equal Opportunity Principle (EOP) Policy. This Office values inclusivity and treats each employee equally without discrimination to create an enabling environment free from barriers, prejudices or preferences.
2. As an Equal Opportunity Employer, no one shall be discriminated from participating in and accessing L&D interventions on the basis of but not limited to age, sex, gender, sexual, orientation, ethnicity, political affiliation, religion, economic, and social status, and physical disability. L&D implementers shall ensure gender balance and equity among participants and learner, as far as practicable.
3. In that view, L&D implementers are hereby directed to observe the following EOP measures in managing attendees to the L&D activities with special needs in relation to the L&D System of the department to wit:

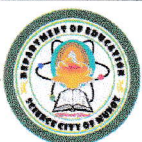
<b>Attendee with Special Needs</b>	<b>Facility/Service Provider to be made available</b>	<b>Specific EEOP Measures to be Applied</b>
<b>Pregnant women and Person with Physical</b>	<ul style="list-style-type: none"> <li>•Venue with ramps and/or railings (if deemed necessary)</li> <li>•Wheelchair</li> </ul>	<b>For In-house L&amp;D activity:</b> 1.The venue shall be easily accessible to the attendee. There shall be provision of supportive

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<p><b>Disability</b></p>	<ul style="list-style-type: none"> <li>•Medical Personnel</li> </ul>	<p>equipment at the venue such as wheelchair, in case needed.</p> <p>2.The personnel In-Charge at the front desk shall duly assist the concern attendee in going to the venue.</p> <p>3.Medical personnel shall be coordinated to be on standby to easily respond when needed.</p> <p><b>For external L&amp;D activity:</b></p> <p>1.The PDC, through its secretariat, shall coordinate with the proponent of the L&amp;D activity and confirm the due provision of facility and measures conducive/responsive to the attendee.</p>
<p><b>Person with visually-Impaired.</b></p>	<ul style="list-style-type: none"> <li>•Venue with adequate Lighting</li> <li>•Visual Aids</li> </ul>	<p><b>For In-house L&amp;D activity:</b></p> <p>1.The venue shall be easily accessible to the attendee. It shall have adequate lighting and is equipped with applicable visual aids.</p> <p>2.The attendee shall be seated within the area convenient to him/her.</p> <p>3.If needed, certain personnel may be assigned to assist the attendee during the duration of the L&amp;D activity.</p> <p>4.The proponents of the L&amp;D activity shall be mindful to the preferences of the attendee prior to the start of the activity.</p>

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		<p><b>For external L&amp;D activity:</b>          1.The PDC, through its secretariat, shall coordinate with the proponent of the L&amp;D activity and confirm the due provision of facility and measures conducive/responsive to the attendee.</p>
<p><b>Hearing-Impaired</b></p>	<ul style="list-style-type: none"> <li>•Venue with adequate acoustics</li> <li>•Hearing Aid</li> <li>•Personnel who is proficient/trained in sign language</li> </ul>	<p><b>For In-House L&amp;D activity</b>          1.The venue shall be easily accessible to the attendee. It shall have adequate acoustics and is equipped with applicable audio equipment.          2.The attendee shall be seated within the area convenient to him and her.          3.If needed, certain personnel may be assigned to assist the attendee during the duration of the L&amp;D activity.          4.The proponent of the L&amp;D activity shall be mindful to the preferences of the attendee prior to the conduct of the activity.</p> <p><b>For external L&amp;D activity:</b>          1.The PDC, through its secretariat, shall coordinate with the proponent of the L&amp;D activity and confirm the due provision of the facility and measures</p>

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		conducive/responsive to the attendee.
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- Hence it shall be the policy of the Office that attendees under special cases shall at all times be treated with utmost respect, dignity and fairness.
- For the information, guidance and compliance of all concerned.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent 

DEP - ED  
SCIENCE CITY OF MUÑOZ  
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JAN 04 2021  
By: 

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