



**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. 06 s. 2021

**SPECIFIC GUIDELINES ON THE APPLICATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP) FOR APPLICANTS WHO NEEDS SPECIAL ATTENTION UNDER THE AGENCY’S RECRUITMENT SELECTION, AND PLACEMENT (RSP) SYSTEM.**

To: Assistant Schools Division Superintendent  
 SGOD and CID Chiefs  
 SECTION/ UNIT HEADS  
 Human Resource Merit Promotion and Selection Board  
 All Others Concerned

- Relative to the DepEd Merit Selection Plan principles on Merit, Fitness, and Equality, this office strictly adheres to the Equal Employment Opportunity Principle (EEOP) espoused by the Civil Service Commission (CSC) and ensures that there shall be no discrimination in the selections of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- To effectively implement the above mentioned principles all employees are hereby DIRECTED to observe the following EEOP measures in managing applicants with special needs in relation to the Recruitment, Selection, and Placement (RSP) System of the agency, to wit.

<b>Applicants Under Special Cases</b>	<b>Facility/Service Provider to be made available</b>	<b>Specific EEOP Measures to be Applied</b>
Pregnant women Physically-challenged(lame, wearing crutches, wheelchairs, etc.	<ul style="list-style-type: none"> <li>•Venue with ramps and/or railings (if deemed necessary)</li> <li>•Wheelchair</li> <li>•Medical Personnel</li> </ul>	1.The venue for the screening process shall be at the IPED room which easily accessible to the applicant. 2.There shall be provision of supportive equipment such as wheelchair, in

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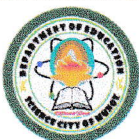


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		<p>case needed available at the medical section.</p> <p>3. Medical personnel shall be coordinated to be on standby to easily respond when needed.</p> <p>4. The personnel in-charge at the front desk shall duly assist the applicant in going to venue.</p> <p>5. The applicant shall be given priority in the order of line-up and should be the first to be interviewed</p>
<p>Person with visual and Hearing Impairment.</p>	<ul style="list-style-type: none"> <li>• Braille writing system</li> <li>• Personnel who is proficient/trained in using the Braille writing system.</li> <li>• Personnel who is proficient/trained in sign language.</li> </ul>	<p>1. The venue for the screening process shall be at the SPED Center which is easily accessible to the applicant.</p> <p>2. The venue shall have adequate lighting and is equipped with applicable visual aids.</p> <p>3. If accompanied, the HRMPSB shall allow him/her to assist the applicant during the duration of screening process.</p> <p>4. If unaccompanied, certain agency personnel may be assigned to assist</p>

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		<p>the applicant during the screening process. 5. The HRMPSB shall conduct the screening process at the SPED Center to be assisted by SPED teacher.</p>
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3. The Human Resources Merit Promotion and Selection Board (HRMPSB), through its secretariat, shall set the proper setting of the schedule and the manner of the screening process conducive to the person/applicant.  
Further, the HRMPSB shall also ensure proper coordination with all concerns.
4. Hence, it shall be the policy of the office that applicants under special cases shall at all times, be treated with utmost respect, dignity and fairness.
5. For the information, guidance and compliance of all concerned.

DEP - ED  
SCIENCE CITY OF MUÑOZ  
**RELEASED**  
JAN 04 2021

By:         

*[Handwritten Signature]*  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent *[Handwritten Initials]*

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**EQUAL OPPORTUNITY POLICY**

**1. OBJECTIVE PURPOSE**

To promote and support an environment which affirms equal opportunity, and diversity in accordance with universal principles of equity, fairness and social justice while ensuring that Schools Division Office of Science City of Muñoz complies with its legal responsibilities in accordance with applicable legislation.

**2. SCOPE**

This policy applies to all employees of the Division of Science City of Muñoz.

**3. POLICY STATEMENT**

The Division of Science City of Muñoz is committed in promoting principles of equal opportunity and strives to support employees to achieve their full potential in an environment which is fair, inclusive and diverse.

It is the policy of the agency that all its personnel should progress within the organization based on their merits, regardless to race, sex, marital status, disability, sexual preference, age, religion and other factors not relevant to the position.

The Division of Science City of Muñoz recognizes that accepting and utilizing the diverse skills and talents of its employees is vital to its continued success. It is committed in promoting equality of opportunity to all staff and ensuring a working environment that is free from discrimination and unfair treatment.

The Division of Science City of Muñoz is likewise committed in the prevention of discrimination, bullying, harassment, victimization and vilification in the workplace and will take all reasonable steps and actions to ensure that employees are treated fairly and with dignity and respect while working.

**4. PRINCIPLES**

The agency aims to provide a work environment that fosters fairness, equity and respect for social and cultural diversity.

In support of this commitment, the agency will endeavor to:

- promote a culture which values and responds to the rich diversity of its organization.



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- ensure that employees are aware of their rights and their responsibilities as municipal government employees.
- Use non-discriminatory, inclusive language and practices.
- Ensure that all employees have fair access to benefits and services in an equitable manner, including assistance reasonably accommodate a person's disability;
- Provide effective mechanisms to resolve complaints of unlawful discrimination, bullying, harassment, vilification and victimization.

#### 4.1 Diversity and equal opportunity

Diversity involves recognizing the value of individual differences in the workplace and educational setting. Diversity includes age, cultural background, disability, ethnicity, family responsibilities, gender, language, religious belief and sexual orientation. Diversity also refers to other ways in which people are different such as educational level, life experience, work experience, socio economic background, personality and marital status.

Equal opportunity means treating people as individuals with different skills and abilities without making judgement based on stereotypes, or on characteristics. These characteristics include sex, age, race. Sexuality, pregnancy or marital status.

### 5. IMPLEMENTATION, MONITORING AND REVIEW

5.1 Equal opportunity is ensuring that everyone has equal access to, and an opportunity to take part in the following:

#### A. Recruitment, Selection and Placement

- It is the policy of the Local Government Unit Santa Ignacia to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall no be discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.
- Equal opportunities will be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this local government unit.
- A guide to speedy and fair judgement shall be provided from protests of employees against promotions.

#### B. Learning and Development

- Granting of training opportunities, study and scholarship grants shall be based entirely on the employees mandate and existing competencies.



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- Supervisors shall ensure equal opportunity to their staff in the attendance to learning and development opportunities.
- Involvement of the Local Government Unit, employees in the specialized training activities which shall be designed to improve the communication barrier to persons with disabilities.
- Participation of all genders in the Health and Wellness program and integration of a physical fitness program specifically designed for persons with disabilities.
- An Equal Opportunities and Diversity Awareness module shall be integrated in the Orientation of New Hires.

C. Performance Management System

- Objective/performance standards shall be applied fairly and consistently.
- Judgements should be demonstrably based on objective evidence and where appropriate, recognize initiative, leadership and/or contribution to teamwork.
- Fair consideration in setting of targets and in the evaluation of accomplishments shall be given to individuals with different skills and abilities without making judgements based on stereotypes or on characteristics. These characteristics include sex, age, race, sexuality, disability, pregnancy, or marital status.
- Employees who are differently abled will be provided by their supervisor to meet their targets.

D. Rewards and recognition

- There shall be an equal opportunity for employees to be rewarded according to their contributions and achievements regardless of race, color, sex, marital status, disability, sexual preference, age and religion.
- Equality will be provided in the distribution of recognition. All employees shall be given the same opportunity to be recognized for the result of their work.

5.2 The Division of Science City of Muñoz will monitor the implementation of this policy.

Monitoring will not be an end in itself but will produce information to be used in planning and decision-making processes to:

- Identify and promote good practice



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- Identify any issues of barriers in promoting equality of opportunity and the acceptance of diversity:
- Identify action to be taken to address disparities.

APPROVED:

**DANTE G. PARUNGAO, CESO VI**  
OIC-Schools Division Superintendent

Date:

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**Guidelines in the Implementation of  
EQUAL OPPORTUNITY PRINCIPLE (EOP)  
In Human Resource Management (HRM) Systems**

**I. RATIONALE**

The Schools Division Office of Science City of Muñoz supports and recognizes the value of equality and diversity among all pillars and elements of Human Resource Management System.

Pursuant to CSC Memorandum Circular 24, s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource management (PRIME-HRM) which requires the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource, particularly its core systems on Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and recognition (R&R), SDO Muñoz establishes the internal guidelines on EEOP.

This policy shall remove all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce on account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation are recognized and respected, subject to the agency needs and requirements.

**II. COVERAGE**

All SDO officials and employees shall observe this Circular on the institutionalization of EEOP in the following four (4) core systems of Human Resource Management (HRM) namely:

1. Recruitment, Selection and Placement (RSP)
2. Learning and Development (L&D)
3. Performance Management (PM)
4. Rewards and Recognition (R&R)

**III. POLICY STATEMENT**

SDO acknowledges the right of all officials and employees to be treated equitably and commit to provide consistent, merit-based employment practices that follow the EOP and encourages all officials and employees to achieve their full potential. SDO management shall carry out its duties and personnel actions in a professional and ethical manner compliant with existing rules and regulations.

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**LEGAL BASIS**

- 1. CSC Memorandum Circular No. 30, s. 2014**  
Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector Dated December 22, 2014.
- 2. CSC Memorandum Circular No. 24, s. 2016**  
Program to Institutionalize Meritocracy and Excellence in Human resource Management (PRIME-HRM) Enhanced Maturity Level Indicators.
- 3. Republic Act No. 10911, July 21, 2016**  
An Act Prohibiting Discrimination Against and individual in Employment on Account of Age and Providing Penalties therefor.
- 4. Presidential Decree 966, July 20, 1976**  
Declaring violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor.
- 5. Republic Act No. 6725, May 12, 1989**  
An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment.
- 6. Republic Act No. 7877, Anti-Sexual Harassment Act of 1995**  
Unlawful in the Employment, Education or Training Environment and for other Purposes.
- 7. Republic Act No. 7192, JULY 21, 1991**  
Women in Development and Nation Building Act.
- 8. Republic Act No. 9262, March 8, 2004**  
Anti-Violence Against Women and their Children Act of 2004.
- 9. CSC Memorandum Circular No. 48, s. 2013**  
Directing all Concerned Government Agencies to Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming.
- 10. 1987 Philippine Constitution (Article II Section 14)**  
The State recognizes the role of women in nation building and shall the fundamental equality before the law of women and men.

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- 11. Republic Act No. 8972, November 7, 2000**  
The Solo Parents Welfare Act of 2000, an Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds therefor and for other purposes.
- 12. Republic Act No. 8371, October 29, 1997**  
An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and other purposes.
- 13. Republic Act No. 7041, June 5, 1991**  
An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, appropriating Funds thereof and other purposes.
- 14. CSC Memorandum Circular No. 2, s. 2001**  
Revised Policies on the Settlement of Grievances in the Public Sector.
- 15. CSC Memorandum Circular No. 07, s. 2007**  
Program on Awards and Incentives for Service Excellence.
- 16. CSC Memorandum Circular No. 7, s. 2014**  
Encouraging Government Agencies to hire PWD's pursuant to Republic Act No. 7277.
- 17. CSC Memorandum Circular No. 10, s. 1989**  
Establishing the Personnel Development Committee (PDC)
- 18. CSC Memorandum Circular No. 6, s. 2012**  
Guidelines in the Establishment and Implementation of Agency Atrategic Performance Management System (SPMS).
- 19. CSC Memorandum Circular No. 28, s. 1990**  
Reiterating Certain Policies in the Conduct of Government Training and Development Program.
- 20. Republic Act No. 10028, March 16, 2010**  
An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act No. 7600.
- 21. CSC Memorandum Circular No. 43, s. 1993**  
Streamlining and Deregulating Human Resource Development Function.



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- b. The distribution of tasks/assignments of personnel should be discussed by the supervisor and subordinates so that there will be consensus and agreements on commitments/targets of the off/division.
- c. Assignments/tasks should consider the needs of personnel belonging to specialized groups or those who are recuperating from life-threatening illnesses.
- d. Assignments/tasks should consider the needs of personnel belonging to specialized groups of those
- e. Work areas that will ensure the safety and easy access of personnel who have physical limitations or health-related conditions must be provided.
- f. Pregnant officials/employees should be given due consideration on assignments/tasks to ensure their safety as well as that of their unborn child.
- g. All employees belonging to the Indigenous Peoples group should be given targets and activities which compliant with their cultural beliefs and practices.
- h. The standard rating scale approved by the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Supervisors shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.

#### **4. Rewards and Recognition**

- a. subject to all existing policies of DepEd, the rewards and recognition of staff shall be based on equal opportunity, merit, performance and accomplishments and shall not be based of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/ personal circumstances which run counter to the principles of Equal Employment Opportunity (EOP).
- b. Equal opportunities shall be given to all employees and those belonging to specialized groups. The agency shall ensure that



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**c.) Human Resource Merit Promotion and Selection Board (HRMPSB) Panel Interview**

1. All applicants must be properly informed of their interview schedule.
2. The panelist shall only ask question related to the selection criteria. Questions shall not pertain to age, sex, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principle of equal employment opportunity.

**d.) Monitoring Mechanism**

1. DepEd shall ensure that the RSP process of the Agency shall be harmonized with the agency's EEOP.
2. The HRMO shall maintain records of the number of applicants, including data on classification of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/ personal circumstances.
3. Should the HRMO encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.
4. The HRMO shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that SDO has accorded to them.

**2. Learning and Development**

- a. DepED shall align competency programs to the agency's vision, mission, and mandate, especially the agenda to intensify SDO capacity building programs of its officials and employees.
- b. DepEd shall proactively lead in the implementation of the Learning and Development plan and its management system; and
- c. It shall lead the way and promote effective adult learning methodologies such as, just-in-time, just the right amount of information and other capability building approaches.

**3. Performance Management**

- a. The EOP shall be imposed in the implementation of performance management strategies and tools such as the Strategic Performance Management System.



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**IV. GENERAL GUIDELINES**

**1. Recruitment, Selection and Placement (RSP)**

Subject to all existing policies of SDO, the Recruitment, Selection and Placement of personnel shall be based on the merit and fitness qualification competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

**a.) Publication of Vacancies**

1. Subject to all existing policies of SDO, the agency shall not print Or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or decline any employment application because of an individual's age, sexual orientation, gender identity, civil status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of the equal employment opportunity principle.
2. Subject to all existing policies of SDO, all vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

**b.) Assessment and Examination**

1. SDO Muñoz shall base its RSP assessment on the policy of equal employment opportunity.
2. During the preparation of any listing or database of applicants, the HRMO shall note if there are differently-abled so that proper assistance shall be provided.



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they should not be left behind because of their limitations and restrictions.

- c. The PRAISE Committee shall ensure that the nomination and deliberation of CSC Honor Awards Program and other recognitions shall be in accordance with the EOP.

## VI. RESPONSIBILITIES

### 1. SDO Role

- a. SDO is responsible in making reasonable steps to prevent discrimination, harassment, sexual harassment, abuses and backbiting from occurring in the workplace.
- b. SDO is responsible in setting this policy in place, educating personal about inappropriate behavior, implementing grievance procedures and ensuring compliance by all work units.
- c. Complaint of any employee regarding any of the illicit behaviors and acts set out in this policy will take seriously.
- d. All complains will be dealt with in a sensitive and confidential manner. Each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

### 2. Employees Role

- a. Employees are responsible in ensuring that they don't discriminate, harass, bully, abuse and backbite other employees in the workplace.
- b. Employees shall be aware that they can be held legally responsible for their unlawful acts or the acts of other on their behalf.
- c. Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.
- d. All employees should ensure that Equal Employment Opportunity is also applied to clients, partners, suppliers and any other people or organization that deals with SDO.
- e. Employees must report any incidents or suspected incidents to their immediate supervisors.



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**3. Supervisor's Role**

- a. Supervisors shall have an important role in the prevention of inappropriate workplace behavior. They must ensure that they do not discriminate against, harass, bully, abuse or backbite employees or any other people.
- b. Supervisors shall ensure that all subordinates understand and implement this policy and ensure that an appropriate work culture is maintained.

**VII. OTHER IMPORTANT AGENCY INVOLVEMENT IN EOP**

1. Profiling of participants shall be done prior to the conduct of the training to confirm their availability
2. The training secretariat shall note if there are participants who are included in the specialized groups (i.e. solo parent, indigenous people, PWD or pregnant women etc.) so that their needs will be properly addressed.
3. Training modules/topics, learning materials and language shall be sensitive to the needs/physical well-being of specialized group.
4. Venues for trainings should be in a location where facilities for people with specialized groups.
5. Food provisions should consider the participants religion for health conditions.
6. The training secretariat shall attend at all times the needs of the specialized group during the activity.

**VIII. SEPARABILITY CLAUSE**

In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provision not affected by such declaration shall remain valid and effective.

**IX. REPEALING CLAUSE**

All issuances inconsistent with these guidelines shall be deemed superseded.



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**X. EFFECTIVITY**

This policy shall take effect immediately and shall remain in force unless superseded by an appropriate issuances.

**DANTE G. PARUNGAO, CESO VI**  
OIC-Schools Division Superintendent

Date:



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