



Republic of the Philippines

Department of Education

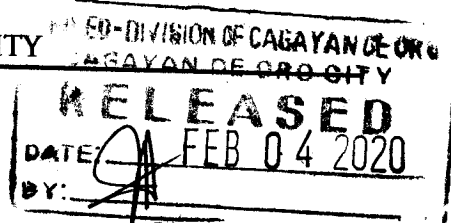
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Division Order

No. 02 s, 2020



EQUAL EMPLOYMENT OPPORTUNITY POLICY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Other Concerned

1. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators, this Office issues the enclosed internal **Equal Employment Opportunity Policy in Human Resource Management (HRM) Systems**.
2. This Division Office Order promotes equal employment opportunity principles in four (4) areas of Human Resource Management, namely; Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management System (PMS) and Rewards and Recognition (R&R).
3. This policy shall take effect upon its approval.
4. Immediate dissemination and compliance with this Division Order is directed.

CHERRY MAE L. LIMBACO
Schools Division Superintendent

Encl.:

As stated

EQUAL EMPLOYMENT OPPORTUNITY POLICY IN HUMAN RESOURCE MANAGEMENT (HR) SYSTEMS

I. RATIONALE

1. Civil Service Commission (CSC) through the issuance of Memorandum Circular No. 24, s. 2016, sets the guidelines of institutionalizing the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators for all government agencies. One of the enhanced maturity level indicators is the integration of Equal Employment Opportunity Principle (EEOP) in four (4) areas of human resource systems, namely; Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management System (PMS) and Rewards and Recognition (R&R).
2. There is a need to concretize EEOP in the Division Office in compliance to the PRIME-HRM Enhanced Maturity Indicators of the Civil Service Commission.
3. In view of the above, this Division Order establishes the Equal Employment Opportunity Policy in RSP, L&D, PMS and R&R.

II. POLICY STATEMENT

The Department of Education – Division of Cagayan de Oro City upholds and recognizes the value of equality, fairness and diversity in all human resource mechanisms. It is also committed to ensure that selection, performance assessment, professional development opportunities, rewards and recognition shall be anchored on the principles of merit, competence, fitness and equality. As such, all personnel actions and decisions shall be made without discrimination on account of age, sex, gender preference, civil status, disability, religion, ethnicity and political affiliation.

III. SCOPE OF POLICY

This Division Office Order provides the establishment and implementation of an internal Equal Employment Opportunity Policy in all DepEd - Cagayan de Oro City public schools and offices, covering job applicants and all officials and employees, school-based and non-school based. It also stipulates the specific EEOP mechanisms and processes in RSP, L&D, PMS and R&R.

III. DEFINITION OF TERMS

For the purpose of this Policy, the following terms are defined and understood as follows:

1. **Equal Employment Opportunity (EEO)** are employment policies and practices that are based on and according to the principles of merit, fitness and equality; without discrimination on account of:
 - a. age,
 - b. sex,
 - c. sexual orientation and gender preference,
 - d. marital status,
 - e. physical features,
 - f. disability,
 - g. social status,

- h. familial responsibilities,
 - i. ethnicity,
 - j. religion,
 - k. political beliefs and affiliation and
 - l. others that may be identified by the agency.
2. **Acts of Discrimination** are any forms of distinction, exclusion or restriction on the basis of the grounds enumerated above, including the actual and assumed attributes thereof.
3. **Specialized Group** are groups who need special attention or consideration from the agency, such as but not limited to the following:
- a. pregnant women,
 - b. solo parent,
 - c. senior citizen,
 - d. persons with disability,
 - e. indigenous peoples and
 - f. others that may be identified by the agency.

V. GENERAL GUIDELINES

1. Recruitment, Selection and Placement (RSP)

- 1.1 Subject to all existing policies of the Department of Education, the recruitment, selection and placement of personnel shall be based on competence to perform the duties and responsibilities inherent to the published position. There shall be no discrimination in the selection of qualified applicants on account of age, gender, civil status, physical features, disability, religion, social status, income, familial responsibilities, ethnicity, political affiliation or other similar personal circumstances which violates the principles of merit and fitness and equal employment opportunity.
- 1.2 The agency shall not issue, print and publish, in any form, employment advertisements that will suggest preferences, limitations, specifications and discrimination.
- 1.3 During interviews and exams, the HRMO shall provide proper assistance and preparations for applicants with disability, senior citizens and pregnant women.

2. Learning and Development (L&D)

- 2.1 Subject to all existing policies of the Department of Education, Professional development programs shall be open to all employees regardless of age, gender, civil status, physical features, disability, religion, social status, income, familial responsibilities, ethnicity, political affiliation or other similar personal circumstances.
- 2.2 EEOP shall be imposed in the conduct of learning and development interventions. The provision of trainings and scholarship grants shall be evaluated on the basis of accomplishment, job requirement, merit and performance.
- 2.3 The agency shall include EEOP in its regular on-boarding and orientation programs for newly-hired personnel.
- 2.4 The Secretariat shall ensure that training venues have readily available facilities for participants with disability, pregnant women and senior citizens.

- 2.5 The Secretariat shall also consider the participant's religion and health conditions in the food provisions.

3. Performance Management System (PMS)

- 3.1 Subject to all existing policies of the Department of Education, the agency shall ensure organizational effectiveness through the provision of a workplace environment that is free from any acts of discrimination on the grounds of age, gender, civil status, physical features, disability, religion, social status, income, familial responsibilities, ethnicity, political affiliation or other similar personal circumstances.
- 3.2 Assignment of tasks and functions shall consider the needs of personnel belonging to the specialized groups or those who are recuperating from life-threatening illness and undergoing chemotherapy or radiation.
- 3.3 Work areas shall be safe and supportive of personnel who have physical limitations.

4. Rewards and Recognition (R&R)

- 4.1 Subject to all existing policies of the Department of Education, the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall ensure that the screening, selection and deliberation of outstanding employee awards and other recognitions shall follow the existing criteria which are in accordance with the EEOP.
- 4.2 Equal opportunities shall be given to all employees and the reward and recognition schemes shall not be discriminatory.

VI. DISSEMINATION AND IMPLEMENTATION

Division chiefs, unit heads, public schools district supervisors, school heads and school in-charge shall disseminate the guidelines and provisions of this policy.

The School Governance and Operations Division (SGOD) shall conduct monitoring, gather issues and feedbacks on all incidents or reports that shall violate the EEOP.

VII. SEPARABILITY CLAUSE

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

VIII. EFFECTIVITY

This policy shall take effect upon its approval and shall remain in effect unless superseded by an appropriate issuance.

IX. REFERENCE

Republic Act 9710, The Magna Carta for Women, A Comprehensive Women's Human Rights Law That Seeks to Eliminate Discrimination Against Women by Recognizing, Protecting, Fulfilling and Promoting the Rights of Filipino Women, Especially those in Marginalized Sector;

Republic Act 6725, An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment;

Republic Act 7192, Women in Development and National Building Act of 1992, An Act Providing Guidance and Measures that will Mobilize and Enhance Participation of Women in the Development Process in ways Equal to that of Men;

Republic Act 7277, Magna Carta for Disabled Persons, An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the mainstream of Society and for other purposes;

Republic Act 10911, Anti-age Discrimination in Employment Act, An Act Prohibiting Discrimination Against any Individual in Employment of Account of Age and Providing penalties therefor;

Republic Act 8371, The Indigenous Peoples' Rights Act of 1997, An Act to Recognize the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and for other purposes;

Republic Act 7041, An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other purposes;

Republic Act 8972, The Solo Parents' Welfare Act of 2004, An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds thereof and for other purposes;

Republic Act 9994, An Act granting additional benefits and privileges to senior citizens, further amending Republic Act 7432, otherwise known as "An Act to maximize contributions of Senior Citizens to nation building, grant benefits and special privileges and for other purposes"

Republic Act 10533, An Act also known as "Enhanced Basic Education Act of 2013".

DepEd Order 32, s. 2017, Gender-Responsive Basic Education Policy