



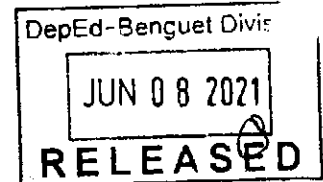
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

June 4, 2021

DIVISION MEMORANDUM

No. 204 3.2021

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: **SCHOOLS DIVISION OF BENGUET EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY**

1. Pursuant to DepEd CAR Order no. 008, s. 2018 re Policy Guidelines on the Incorporation of the Equal Opportunity Principle (EOP) to the Human Resource Management Systems (HRMS) of DepEd CAR, the Schools Division Office of Benguet supports and recognizes the value of equality and diversity among all pillars and elements of human resource management system, thus disseminating the enclosed copy of SDO Benguet Equal Opportunity Principle (EOP) Policy.
2. All Division Memoranda and other related issuances inconsistent with this policy are deemed amended accordingly upon its effectivity.
3. Immediate dissemination and strict compliance to this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent





Department of Education-CAR

Services Division (S.D.)

EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY

**Recruitment, Selection, and Placement (RSP)
Performance Management System (PMS)
Learning and Development (L&D)
Rewards and Recognition (R&R)**

June 2021

INTRODUCTION

The Schools Division of Benguet respects and honors the dignity and value of every human being by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices, and preferences.

SDO Benguet observes Equal Opportunity in the management and implementation of the four (4) core Human Resource (HR) systems under the Department of Education Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), such as Recruitment Selection, and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R)

The policy shall remove all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce, therefore, aspire to be a diverse, equitable, and inclusive community in which people with different identities - whether based on race, color, class, gender identity, age, sexual orientation, religion, ethnic or national origin, political viewpoint, disability, physical appearance, or additional identities - are valued and respected, and where differences in intellectual interest and personal perspective are explored and embraced.

Furthermore, the various policies on DepEd PRIME HRM, Gender and Development (GAD), persons with disabilities (PWDs), Indigenous People, Persons with Special Needs (PSNs) such as solo parents, pregnant women, and other related workforce diversity shall be integrated and institutionalized through this policy.

PURPOSE

This policy aims to provide general and specific guidelines in the implementation of Equal Opportunity Principles in various Human Resource Processes and Mechanisms of the Schools Division of Benguet especially in the following core Human Resource System:

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

SCOPE AND COVERAGE

This policy is intended to benefit the following:

- ✓ Officials and Employees of the Schools Division of Benguet – both present and future;
- ✓ Persons hired on a regular permanent, Co-terminus with the Incumbent (CTI) as basis and other forms of engagement – present and future;
- ✓ Applicants for vacancies or future vacancies;
- ✓ Clients – direct or indirect; and
- ✓ All other persons that come in contact with the Schools Division of Benguet as an organization and those that shall have any transaction or matters of concern regarding the HR systems of the Division.

LEGAL BASES

This policy further considers the following relevant Equal Employment Opportunities Legislation:

- ✓ Executive Order No. 292, s. 1998: Administrative Code of the Philippines;
- ✓ Executive Order No. 8, s. 2012: Directing the Adoption of a Performance-Based Incentive System for Government Employees;

- ✓ Executive Order No. 201: Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel;
- ✓ Republic Act No. 10524: An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose of Republic Act No. 7277, as amended, otherwise known as the Magna Carta for persons with disability;
- ✓ RA No. 10911: An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties therefor;
- ✓ Presidential Decree No. 6725: An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment, amending for the purpose of Article 135 of the Labor code, as amended;
- ✓ Guidelines on the Availment of the Special Leave Benefits for Women under Republic Act No 9710 (An Act Providing for the Magna Carta of Women) – CSC Resolution No. 1000432, dated Nov. 22,2010;
- ✓ Republic Act No. 7877, Anti-Sexual Harassment Act of 1995 “An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes”;
- ✓ Republic Act No. 9262, March 8, 2004: Anti-Violence Against Women and Their Children Act of 2004;
- ✓ Republic Act No. 7192, July 21, 1991 “Women in Development and Nation Building Act”;
- ✓ 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 Implementation Programs in Order to Promote Gender Mainstreaming;
- ✓ 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;
- ✓ Republic Act No. 10028, March 16, 2010: An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act No. 7600;
- ✓ 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 for other purposes;
- ✓ Republic Act No. 7041, June 5, 1991: An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes;
- ✓ Republic Act No. 7277: Magna Carta for Women: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for other purposes;
- ✓ Administrative Order No. 25, s. 2011: Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems;

- ✓ CSC Memorandum Circular No. 2, s. 2001: Revised Policies on the Settlement of Grievances in the Public Sector;
- ✓ RA 9285, s. 2004: An Act to Institutionalize the Use of an Alternative Dispute Resolution System in the Philippines and to Establish the Office for Alternative Dispute Resolution, and for other Purposes;
- ✓ 2017 Rules on Administrative Cases in the Civil Service;
- ✓ CSC MC No. 07, s. 2007: Program on Awards and Incentives for Service Excellence (PRAISE);
- ✓ CSC MC No. 24, s. 2017: 2017 Omnibus Rules on Appointment and Other Human Resource Actions;
- ✓ CSC MC No. 7, s. 2014: Encouraging Government Agencies to Hire Persons with Disabilities (PWDs);
- ✓ CSC MC No. 10, s. 1989: Establishing the Personnel Development Committee (PDC)
- ✓ CSC MC No. 43, s. 1993: Streamlining and Deregulating Human Resource Development (HRD) Functions;
- ✓ CSC MC No. 28, s. 1990, Reiterating Certain Policies in the Conduct of Government Training and Development Program;
- ✓ CSC MC No. 6, s. 2012: Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS);
- ✓ CSC MC No. 14, s. 2018 - 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018;
- ✓ CSC MC No. 19, s. 2019 - Revised Policies on Training/Learning and Development for Division Chief and Executive/Managerial Positions in Government;
- ✓ CSC MC No. 12, s. 2019 - Amendment of the Training, Experience, and Eligibility Requirements for Administrative Aide V and VI Positions under CSC MC No. 10, s. 2005;
- ✓ CSC MC No. 01, s. 2019 - Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter;
- ✓ CSC MC No. 10, s. 2020 - Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic;
- ✓ CSC MC No. 01, s. 2020 - 2020 Search for Outstanding Government Workers
- ✓ CSC MC No. 02, s. 2020 - Giving Priority for Employment in the Government Service to Medal of Valor Awardees and Their Dependents.

RELATED POLICIES AND PROCEDURES

- ✓ DepEd Order No. 29, s. 2002: Merit Selection Plan of the Department of Education;
- ✓ DepEd Order No. 66, s. 2007: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions;
- ✓ DepEd Order No. 50, s. 2014: Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Rationalization Program Under Executive Order 366 s. 2004;
- ✓ DepEd Order No. 02, s. 2015: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education;
- ✓ DepEd Learning and Development Manual;
- ✓ DepEd Order No. 9, s. 2002: Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education;
- ✓ DepEd Order No. 32, s. 2017: Gender Responsive Basic Education Policy;
- ✓ DepEd Order No. 18, s. 2021: Interim Guidelines on Giving of Awards and Recognition in Light of the Basic Education Learning Continuity Plan for School Year 2020–2021;
- ✓ DepEd Order 40, s. 2020: Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic;
- ✓ DepEd Order No. 20, s. 2020: Adoption and Implementation of NEAP Professional Development Credit Unit Banking Mechanism for Participation of Teachers and School Leaders in NEAP-Recognized Professional Development Programs and Courses;
- ✓ DepEd No. 23, s. 2020: Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders;

DEFINITIONS

1. **Equal Employment Opportunity (EEO)**
Refers to the non-discriminatory and non-bias treatment of all applicants / employees to a position/designation/assignment following the principle of equal opportunity to all regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.
2. **Discrimination**
It is any distinction, exclusion or restriction made on the basis of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment of availment of right and opportunities.
3. **Indirect Discrimination**
It occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against.
4. **Bullying**
It refers to an act or series of acts directed towards a person or group of persons with the intent to injure the mental, emotional or physical well-being or, even absent such intent, results into

the mental, emotional or physical well-being of the person or persons to which the act or series of act is / are directed.

5. **Specialized Group**

It refers to groups which need special attention or consideration from the agency, such as but not limited to Pregnant Women, Solo Parents, Senior Citizens, Differently-Abled Persons, and Indigenous Peoples.

GUIDELINES ON EQUAL OPPORTUNITY PRINCIPLES (EOP)

■ GENERAL POLICY STATEMENT

The schools Division of Benguet acknowledges and upholds the right of all persons to be treated with fairness and equality and commits to providing consistent merit based employment, performance management, training, and rewards and recognition processes and practices that follow the Equal Employment Opportunity.

SDO Benguet shall ensure that no person is discriminated against and unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity, and fairness.

Furthermore, SDO Benguet officials and employees, in line with the Department of Education's Core Values of Maka-Diyos, Makatao, Makabayan, and Makakalikasan, believe that equal opportunity principles are expressions of respect and honor to human dignity and are foundations to a harmonious, peaceful and healthy working environment. It shall adhere at all times to the equal opportunity principles and shall not tolerate any form of discrimination, biases, prejudices and unfair treatment of individuals and shall take necessary actions to curb, eliminate, and penalize any form of violation and offenses to equal, equitable, and fair treatment of individuals.

■ RECRUITMENT, SELECTION AND PLACEMENT

The agency shall strictly adhere to the equal employment opportunity policy. In keeping with this, SDO Benguet adheres to the principles of merit, fitness, and equity. The recruitment and selection of employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination based on sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other similar factors / personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

1. Recruitment / Talent Sourcing

- a. SDO Benguet shall not print or publish or cause the printing or publication, in any media, including the internet, any notice of vacancy or recruitment notices or announcements that suggests preferences, limitations, specifications, and discriminations; and / or filter any employment application on account of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes of any applicant not relevant to the position or positions applied for.
- b. Notices of vacancies and any form of recruitment shall indicate SDO Benguet's Equal Employment Opportunity Principle.
- c. SDO Benguet through the Personnel Selection Board shall undertake continuous proactive talent sourcing through career fairs, partnering and networking, and other

innovative modes of sourcing to encourage more qualified applicants regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes.

- d. All recruitment efforts shall be in such a manner that it shall not cause discrimination not hinder any person from pursuing his or her application.

2. Acceptance / Receipt of Application and Relevant Documents

- a. All applications submitted shall be received without any discrimination at all.
- b. Regardless of whether the application submitted is electronic or print, whether walk-in or courier, or through facsimile, all applications shall be accepted.
- c. Only applications submitted on the set due date shall be accepted. The Division Records Office shall maintain a copy of applications received through courier, personal delivery, and facsimile or at least record the details in a logbook or any other forms of records keeping. In case the submission is through email or other electronic means, the person in charge shall as well keep a list of received applications either in a separate logbook or electronic monitoring sheet prepared for this purpose.
- d. An applicant whose submitted documents are not complete shall be formally informed through letter or any written communication of such deficiency and shall be given reasonable time to comply as determined by the HRMPSB or, if delegated, by the Personnel Unit.
- e. An applicant who fails to submit the required documents within the given period shall be removed from the list of applicants. He or she shall then be formally informed of such removal.

3. Initial Assessment

- a. Initial assessment which consists of matching the applicant's credentials with that of the minimum qualification standards of the position shall not take into consideration any other information external to the Qualification Standards of the Position.
- b. All applicants who are not included in the list of Qualified Applicants shall be informed in writing which shall indicate the reason for their disqualification, which shall not in any case be on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes.
- c. In the preparation of the applicants' profiles, only important personal information and pertinent credentials shall be included and all other data/ information regarding the applicant that is not relevant for screening purposes shall be excluded, especially if it will only cause or be a source of bias, prejudice or discrimination.
- d. From this point forward, only the performance of the applicants in the screening process shall be taken into consideration for coming up with the final recommendations to the appointing authority subject to the results of the background investigation which shall also strictly incorporated the principles of equal employment opportunity.

4. *Written Examinations*

- a. All applicants who are deemed qualified based on the Qualification Standards of the position, shall be informed of such fact and of the schedule of the examinations.
- b. All applicants shall be informed of the things to bring for the examination. It shall be the duty of the assigned staff member of the Personnel Unit to ask the applicant if he or she has any and all of the things needed for the examination such as but not limited to laptop, calculator, and the like. Should the applicant be unable to bring any of the required item, it shall be the duty of the office to provide him or her and the duty of the Personnel Unit to secure the said item or tool to be used by the applicant(s).
- c. The checking of the examination answers shall be objective and in no case shall the answer sheet bear any information regarding the applicant other than his or her name or code as the case may be. The applicant's expression of himself/herself as may appear in the answer sheet shall not be treated in such a way that will prejudice the applicant or discriminate him or her. Provided the answers therein are correct, nothing that may give a clue as to the applicant's sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes should be taken against him or her.

5. *Practical / Technical/ Functional Test*

- a. Practical tests should be designed prior to the initial assessment of the applicants without the objectives of testing the capability of the applicants to perform the tasks of the position applied for.
- b. If in case there are persons with special needs – persons / applicants with disabilities, senior citizens, pregnant women, undergoing medical treatment or rehabilitation from injury – they shall be afforded the support as follows, provided that it does not indicate their inability to perform the tasks required of them should they be hired:
 - For applicants with vision impairment, a reader and / or encoder shall be assigned to him / her. If possible, the use of a Braille or any system to afford him / her independence shall be employed. In case of unavailability of the aforementioned equipment, SDO Benguet shall partner with an accredited institution that has the expertise in conducting such examination. This will be done through a Memorandum of Agreement or any form of agreement to assist applicants with vision impairment or any similar form;
 - For deaf or hard hearing applicant, written instructions and/or test data shall be provided;
 - Assistance shall be given to senior citizen applicants as may be necessary, provided it shall not result into an undue advantage to him/her; and
 - Applicants whose physical disability (other than vision impairment and hearing) consists of difficulty in mobility, shall be accommodated in a PWD friendly testing area or room. He or she shall be afforded such other assistance as the case may be, provided it will not result into an undue advantage to the applicant.

All Applicants with special needs may have time extension in taking the functional test provided that the extension is necessary and reasonable and shall not constitute undue advantage to them.

- c. The provision of paragraph b or number 4 (on written examination) shall also apply in the conduct of practical tests.
- d. During the conduct of practical tests, the administrator or examiner shall give appropriate regard to the persons' expression as to roles (i.e. no gender discrimination); attire (i.e. no dress code required) if not relevant to the screening process of the position applied for (to avoid discrimination as to religious beliefs and practices, socio-economic status, ethnic background and such other attributes of the applicant); language pronunciation, and accent (to avoid ethnic or racial discrimination, gender discrimination).
- e. In the checking of the practical test, the checker shall maintain objectivity and shall focus on whether the applicant has given or produced what is expected and shall not take into consideration matters that were observed, noted or discovered about the applicant during the conduct of the test significant in any way to the performance of the tasks(s) given. The provision of paragraph C of number 4 above (on written examination) shall apply where possible or relevant.

6. Interview / Behavioral Event Interview

- a. The interview shall be conducted by the qualified members of the pool of interviewers and / or members of the HRMPSB.
- b. The interview shall be conducted in a venue where interviewers and applicant/interviewee are reasonably afforded the privacy and confidentiality. The venue should also be prepared in such a manner that it is not intimidating to the interviewee.
- c. Applicants with special needs shall be afforded the assistance needed for the interview. The provisions on the conduct of functional test shall likewise be observed in as much as applicable with the following modifications / additions:
 - i. Applicants who are hearing impaired shall be provided a printed copy of the question asked by the interviewer(s);
 - ii. Applicants who have speech disability will be given the option to write down his/her every response or to have the entire interview be converted into a written one. In case of conversion of the interview to a written one, the applicant shall be given ample time to answer all the question in the same way interviews are made to permit the applicant to fully answer the questions.
- d. The interview shall be structured and shall follow a set of questions as planned by the HRMPSB prior to the actual interview and follow-ups for questions may also be raised.
- e. The interviewers shall at all times observe equal opportunity principles during the conduct of the interview and shall not in any way make any remarks, gestures, or other forms of perceptible communication that shall suggest preference, bias, discrimination, prejudice or unfair treatment towards the applicant. Bullying shall be strictly prohibited and so are other conduct that tends to embarrass, demean, humiliate or in any way offend or injure the honor, dignity and self-respect and self-esteem of the interviewer.
- f. The applicant shall not be judged based on the disclosures made that are not relevant to the position applied for, such as his/her age, gender preference, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes.

- g. During the deliberation and/or meeting for consensus ratings, all interviewers shall refrain from expressing his/her views that may disparage the applicant when such is related to the latter's age, gender, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes that are not relevant to the position being applied for and in no way has bearing on his/ her capacity to perform the job.
- h. The comparative assessment report shall not contain any disclosures and observations especially if it will only result in influencing the selection by the appointing authority to the disadvantage of the applicant.

7. Background Investigation (BI)

- a. The background investigation shall only be conducted by competent employees of SDO Benguet, as may be identified by the HRMPSB.
- b. The conduct of BI shall be structured and consist of questions that are uniform for all applicants for the same position. The questions shall focus on the competencies as may be relevant to the position applied for and character of the applicant but only insofar as such character has bearing on the values of the Department and the integrity and work attitude of the applicant.
- c. No investigator shall be assigned to background check an applicant if the HRMPSB has reason/s to believe that the investigator has biases for or against the applicant.
- d. In planning the Background Investigation, the investigator shall select the interviewees, as far as is known to him/her, who is not strongly in favor of or against the well-being, fortune, promotion, or good of the applicant. If in the course of his/her investigation, he/ she finds that the interviewee is strongly and clearly for or against the applicant within the bounds of rationality, the investigator shall add another interviewee and, if he/she sees it fit, disregard information gathered from the former interviewee. The investigator shall interview a number of persons (not lower than three or any number as may be set by the HRMPSB) as he / she deems necessary to satisfy the purpose of the investigation and may increase the number if, in his/her judgment, the original number of respondents as interviewed thus far, is not sufficient to achieve the purpose of the investigation.
- e. In the conduct of the investigation, the investigator shall only ask the questions as set and shall only make follow-up for clarification of the responses. He/she shall not entertain any biases, prejudices, or personal differences between the interviewee and applicant.
- f. In the preparation of the BI report, the investigator shall not include anything not gathered during the investigation nor exclude any information gathered to the disadvantage of the applicant subject of his / her investigation. He/she shall not prepare the report in such a manner that is intended to influence or will tend to influence the HRMPSB or the appointing authority and shall at all times stay true to the results of the conduct of his/her investigation. For this purpose, the HRMPSB shall require the investigators to hand in their noted or other form of records for first-hand information gathered from interviewees.
- g. The background investigation – the assignment of investigator to applicant, the dates of the conduct, the results and the reports made – shall strictly be confidential in nature. Any person who, by nature of his/her function or by any means acquired any

information regarding the details of the investigation, and divulged or shared the same to another shall be dealt with appropriately.

8. *Proceedings of the HRMPSB and Preparation of the Rank List / Comparative Assessment Report*

- a. The proceedings of the HRMPSB shall be held in privacy to avoid any leakage of information regarding the screening process.
- b. During deliberations, the members of the HRMPSB shall ensure that Equal Opportunity Principles (EOP) are observed and/or practiced. If at any given stage of the screening process, a member find that he/she cannot maintain or find it difficult to maintain objectivity or uphold the equal opportunity principles, he/she must inhibit himself/herself from further joining the proceedings / deliberations of the board.
- c. The members of the HRMPSB shall conduct themselves in such a manner expected of champions of equal employment opportunity and shall refrain from any act that may unduly jeopardize the opportunity of any person to be selected or appointed for the position applied for. No member shall exert any influence on another member or on the entire body to the advantage or disadvantage of any one or more applicant if such violates the principles prescribed herein.
- d. Should a member of the HRMPSB find that another member is violating or unable to maintain the equal opportunity principles, he/ she must point out such finding/observation to the chair of the HRMPSB who shall then act on such information with urgency. If the Chair is the one guilty, the same may be reported to the higher authority.
- e. The preparation of the Rank List by the Personnel unit shall be in such a manner that only relevant information is contained therein and that the policy herein prescribed are observed. For this purpose, the Rank list shall be reviewed by the HRMPSB to ensure that equal opportunity policies are not violated.
- f. The Rank List shall not be submitted unless and until signed by the members of the HRMPSB that shall signify their approval of the contents thereof as well as the observance of all policies, rules and regulations including Equal Employment Opportunity Principles (EEO) Policy.

9. *Selection by the Appointing Authority*

- a. The appointing authority shall select only from among the recommended applicants of the HRMPSB as supported by the Rank List. Should the appointing authority choose not to appoint among the list, he / she shall state such decision in writing and shall inform the board of his / her reason.
- b. As for choice of appointee or decision not to appoint, the same shall not be treated as violation of the equal employment opportunity policy unless a pattern can be established based on records that strongly suggests bias for or against certain persons belonging to a specific category unless such is pertinent to the position for which appointments were made.
- c. The decision / choice shall be final and cannot be questioned. The appointing authority is afforded wide latitude of discretion inasmuch as his/her decision is limited to choose

from among the recommended applicants or to not choose at all. The exercise of such discretion shall be respected and should not be taken as violation to the equal employment opportunity principle unless manifested or obvious based on records of appointments made. In this remote case of manifest violation by the appointing authority, the same shall not be actionable and if anything, is only an indication of his/her support and adherence to the equal employment opportunity.

10. Onboarding / Placement

- a. The appointee shall, after undergoing the usual ceremonies associated with appointment, be informed or made aware of his/her role and the expectations of the office, his/her supervisors peers and / or direct reports.
- b. For purposes of onboarding, distinction shall be made between (1) those required to undergo a probationary period, and (2) those that are not. For this purpose, the ORAOHRA shall apply to determine who needs to go on probation and who need not. This distinction shall not be construed as discrimination or unfair as this is for a valid and legitimate purpose.
- c. Appointees required to undergo probation shall be informed of such fact as well as of the details of their probation. They will be subjected to a thorough assessment of their performance capabilities and character. For purposes of assessing their performance, the equal opportunity policy under performance management, as far as applicable, shall be observed.
- d. For the assessment of character, the provisions outlined in this policy on background investigation, as far as applicable, shall be observed / followed with the following additions / modifications:
 - No negative feedback regarding the appointee's character shall affect his/her assessment unless reduced in writing.
 - Only feedback on character that are not in any way related to the appointee's sex and gender, age, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes that may affect the assessment. Any feedback relating on one or more of these shall not be considered.
 - The appointee, before any action as may necessary be brought about by comments and feedback to disapprove or rebut any negative comments / feedbacks on his/her character in line with the principles of fairness.
 - The management, shall ensure that the comments and feedback on the character of the appointee do not stem from discrimination, bias, prejudice or unfair treatment of the appointee.
 - The management and the supervisor shall take into consideration the side of the appointee in deciding whether he/she is retained or separated.
 - Should the decision be to terminate the services of the appointee, he /she shall be informed of his/her right to appeal the same in a proper forum.

C. PERFORMANCE MANAGEMENT SYSTEM

In the implementation of the Performance Management System with utmost consideration to Equal Opportunity Policy, the Schools Division of Benguet is committed to providing fair, safe, inclusive and respectful mechanism which is free from discrimination. Equal Opportunity means that every employee can participate freely and equally in the Planning, Monitoring, Evaluation and Rewarding. In each stage of the PMS cycle shall be solely based on the organization's need, customer demand, and relevant trends vis-à-vis the workforce capacity, available technology, and other physical/ material constraints and such other relevant personal circumstances of the individual employees that have direct bearing on their performance though not necessary by choice. The age, gender and sex, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes should not be taken into consideration unless such consideration shall be to the benefit of the individual without causing undue disadvantage to others.

1. Performance Planning and Commitment Setting

- a. All employees shall be involved in the Performance Planning. No employee shall be deprived of his participation in the planning and commitment setting of his/her targeted output.
- b. Employees who are scheduled to retire within the planned performance rating should have their targets adjusted to take into consideration the shorter period to achieve outputs.
- c. Female employees who are expecting to give birth within the planned performance rating period should also have their target adjusted to take into consideration their maternity leave. Their performance targets shall be considerate of their state which would not be difficult or impossible for them to deliver or achieve or that would endanger their or their baby/ies safety and health.
- d. Male employees whose legal spouse (or one of the legal spouses) is expected to give birth within the planned performance rating period shall also be allowed adjustment in their targets to accommodate their leave by the time their legal spouse gives birth. This should apply to all males whether or not they are still entitled to apply for paternity leave, or having used up all allowable paternity leave, would apply for vacation or other leave.
- e. PWD employees shall be given targets which are not impossible or difficult for them to achieve or deliver.
- f. Employees who will be on study or scholarship leave shall likewise have their targets adjusted or, if necessary, on account of the period covered by the study or scholarship, no longer given targets.
- g. All employees shall not be forced to perform or deliver any target that would cause them to violate their religious beliefs and practices.
- h. All such other planned, scheduled, or expected events that will occur in the planned performance rating period that will affect anyone or more employees shall be taken into consideration during performance planning and commitment setting to ensure that no person is given targets that would prove difficult or impossible for him/her to deliver or achieve.
- i. The supervisor shall ensure that the unit targets shall be adjusted, if permissible to take into consideration all the adjustments to his/her direct reports and of his /her own targets.

- j. The Planning and Research Section and Performance Management Team (PMT) shall likewise make the necessary adjustments on the organization's targets or measures of performance, or of the success indicator, as may be necessary, to take into account the adjustments in the target of individuals and units.
- k. No person shall be given a task that is not within the required competence of his/her position without the person's consent.
- l. No person shall be given workload in such quantity or amount that would deny him/her the right to have work-life balance.
- m. No person shall be given the workload of another if doing so will give undue benefit to one at the expense of the other.
- n. No person shall be deprived of the right to enforce any provision of this policy taking into account his/her salary, position, and such other relevant personal circumstances.
- o. The approving authority shall not approve any Performance Commitment and Rating Form without the signature of the employee concerned and his/her Division Chief/ Unit Head.
- p. Should the Office/ Agency/ Planning Committee/ PMT notices or receive information of any violation of this policy or would tend to violate this policy, they shall act on it with urgency or cause it to be reviewed and resolved. all necessary actions and corrections shall be done before any commitment and rating form is finally approved.

2. Performance Monitoring and Coaching

- a. Performance monitoring shall be fair. No person shall be treated in such a way that he/she is distinguished from among the rest of in a manner that will make him/her feel isolated or ostracized.
- b. Performance monitoring shall take into consideration agreed targets of each individual after all the necessary adjustments in observance of this policy.
- c. No person shall be deprived of his/her right to provide feedback to his/her Division Chief/ Unit Head as to the need to adjust targets when new tasks are assigned or when there are changes in the expected output or deviations from plans or when he/she feels that there is hindrance to his/her performing the tasks or delivering the output.
- d. No person shall be unduly excluded in the regular intra-period assessment of his/her performance. Each person shall be duly informed of his/her performance during said assessment (e.g. monthly or quarterly) if it will have a bearing on his/her performance ratings by the end of the period.
- e. Coaching shall be made when appropriate and only when solicited.
- f. Mentoring or other forms of intervention shall be provided to anyone who shall be benefited by such mentoring or intervention.

- g. Supervisors shall at all times ensure that no direct report is unduly favored or unfavored in terms of workload and shall make the necessary adjustments if previously unplanned or not foreseen.
- h. The chiefs/ PMT/ unit heads/Head of Office/ agency shall take note of any adjustments in the target output or deliverables of any employees and ensure that such are taken into consideration when performance evaluation comes.

3. *Performance Evaluation*

- a. Performance evaluation shall be objective, and no person shall be rated based on his/her behavior irrelevant to the achievement of targets or performance of tasks. It shall strictly focus on the comparison between the target or commitment and actual accomplishments.
- b. Performance evaluation shall take into consideration any unforeseen or unexpected changes in the circumstances of individuals that have direct bearing on their performance such as but not limited to rehabilitation leave for work-related injuries, unexpected miscarriage/ delivery of female employee or of spouse of male employees, prolonged absence due to official business, interruptions due to contingencies or by directive, and such other similar circumstances.
- c. No performance shall be deprived of his/her right to have due participation in the rating of his/her right to have due participation in the rating of his/her performance. There must be agreement between the supervisor and direct report as to the actual accomplishments and how these are to be rated. Neither supervisor nor direct report can enforce his/her desired rating on the latter's IPCR without providing any evidence.
- d. No person shall be deprived of his/her right to raise issues and/or concern regarding his/her performance rating to the appropriate body or forum.
- e. All issues / concerns raised shall be resolve within a period prescribed by existing rules.
- f. Performance ratings shall not be finalized unless and until any and all issues are resolved.

4. Performance Rewarding and Development Planning

- a. Outstanding performance shall be recognized regardless of the circumstances of the performer. Once ratings are approved, no feedback– formal or otherwise, shall be entertained to cast doubt on the evaluation process and deprive any person of the recognition due him/her.
- b. Development planning shall carefully consider the personal circumstances of each person and his/her desire for advancement and growth. However, the supervisor shall, based on his / her observation and other proof, have a say in the development planning of the direct report. In any case, the supervisor and direct report shall agree upon these matters.
- c. No person shall be unduly excluded in the development plan. the Division Office and PMT shall be included in the development plan. reasonable exclusion (e.g. upcoming retirement, transfer, or other forms of separation) shall be with the consent of the employee concerned.

D. LEARNING AND DEVELOPMENT (L&D)

Learning needs assessment and Learning and Development Planning, Design and Development, Delivery, Monitoring and Evaluation in Schools Division of Benguet shall incorporate the principles of

equal opportunity for all such that no person, regardless of age, sex and gender, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes, shall be discriminated and excluded; that all are treated equally, equitable, and fairly.

The provision of L&D interventions shall be based on Individual Development Plan, competency gaps, accomplishments / work performance, job requirements and not on age, position, influence, disability, gender, sexual orientation, religion, marital status, political affiliation or other factors that are remotely relevant to L&D intervention.

Aside from the regular work-related L&D intervention, Schools Division of Benguet shall also provide training orientation for specialized groups so they will be more informed and equipped about their rights and privileges.

1. LNA and L&D Planning

- a. L&D Planning shall involve any person within the organization, nobody shall be left out nor anybody's Learning and Development needs be disregarded or ignored.
- b. In planning for L&D of SDO Benguet, the following processes / policy shall be observed:
 - The results of the online competency assessment or any other form of learning needs assessment shall be the starting point for the Individual Development Plan (IDP). All gaps identified for each person, whether for the current position or desired higher position, shall be noted.
 - Supervisor's comments and recommendations, in agreement with the individual concerned shall be incorporated in the IDP.
 - The HRD shall consolidate the results of the IPD and /or localized Training Needs Assessment tool as prepared and reviewed by the individuals and supervisors concerned. No filtering of data/information shall be done at this level.
 - Based on the consolidation, the HRD shall prepare a report to be presented to the Personnel Development Committee. The HRD shall also gather information to L&D offerings both internal and external to SDO Benguet. As far as practicable, the HRD shall look for L&D offerings that will address the learning needs of all employees.
 - Based on the list of gaps and recommendations as against the offerings, the HRD shall prepare an initial match to address the learning needs.
 - The PDC, in a meeting scheduled for the purpose, shall ensure that all persons shall be afforded L&D interventions and shall prioritize the provision according to the urgency, or gravity of the gap or the need to be addressed. They shall also take into consideration the principles of this policy such that no person shall be deprived of participation in L&D interventions or programs when such would result to his/her disadvantage. However, if for reasons of financial and operational constraints, not all learning needs are addressed, such will not be taken as violation of the equal opportunity principle provided that every individual shall be provided L&D interventions as equitably as possible.
 - The PDC shall take into consideration the policies outlines under Performance Management in planning the L&D for the organization and for each individual.

2. L&D Design and Development

- a. In case where learning needs is common to all SDO Benguet employees, and should there be no L&D offering to address such learning needs, in-house training shall be designed.
- b. For in-house training, the HRD or learning service provider and/or any such responsible persons shall observe the following:
 - Designing of the training shall take into consideration not just the learning needs, but also the learning styles and learning capacities of individuals.
 - The design of the training shall be people entered and shall take into consideration the personal circumstances of the individuals, the person in-charge shall make sure that each person regardless of sex and gender, age, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and assignment shall have access to such training if so required by his/her IDP.
 - The development of the trainings shall be consistent with the design to ensure that nobody is excluded or will feel such because of failure to observe equal opportunity principles.
 - The HRD or learning service provider or responsible person shall continually improve the design and development of trainings to address any issues on equal opportunity in the design and development of trainings.

3. L&D Delivery

- a. The delivery of the L&D intervention or training shall be consistent with the design and development thereof. However, if the course administrator and/or resource speaker or facilitator notice inadequacy in the design and development to cater to the needs of the participants, he/she and/or they must make the necessary adjustment in order not to frustrate the objective of the training.
- b. The following should guide the administrator, resource speakers or facilitators, and members of the secretariat during the conduct of trainings:
 - PWDs shall be seated in such a way that their disability will not hinder or will have the least effect on their learning.
 - In choosing a venue, the following should be observed:
 - PWD-friendly. If possible, such trainings should be on ground floor and shall be accessible to PWDs
 - Restrooms are PWD – friendly and are easily accessible from the training room.
 - Availability of breastfeeding area or lactating area.
 - Safe learning environment – include availability of safety regulations at the workplace / L&D venue, provision of First Ais and assistance to vulnerable persons or groups with special needs, and reporting of occupational hazards and their preventive measures, ensure presence of Medical Officer / Team to look into the health condition of participants/ learning facilitators.
- c. Senior citizens and pregnant women shall likewise be given safe seats most comfortable for them. The provision of them shall likewise apply if there are senior citizens or pregnant women among participants.

- d. The administrator, resource speaker or facilitators, and members of the secretariat shall at all times be sensitive to the diversity of the group and shall not do any act that may offend any person on account of his/her sex and gender, age, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes.
- e. Workshops and other activities shall be conducted in a way that persons with special needs (PWDs, senior citizens, pregnant women) are not unduly burdened while at the same time, are not excluded therefrom.
- f. The facilitator shall at all times treat people with special needs with care and sensitivity while at the same time not giving them too much attention. Such as, to the time taken, manner of participation, and contribution by persons with special needs.
- g. The facilitator shall ensure the participation of all members of the group to ensure that no person is excluded or feels excluded. He/she shall respect the ideas of each participant and shall refrain from such acts that can hinder the effective learning of any participant.

4. L&D Monitoring and Evaluation

- a. Conduct of L&D programs should be monitored and evaluated to ensure that equal opportunity principles are observed and upheld. The conduct of in-house trainings should take into account the reaction, comments, and feedback of all concerned.
- b. The HRD shall monitor the implementation of the L&D plan of Schools Division of Benguet as well as the IDP of every employee.
- c. The HRD shall, in collaboration with supervisors, take appropriate action if there is a risk that the IDP of an employee will not be substantially implemented. The same shall apply if there is a risk that School Division of Benguet L&D plan which may not be substantially implemented. In which case the HRD shall inform the management of the possible courses of action to remedy the situation or avert the risk.
- d. The management, supervisors, and the HRD shall evaluate the trainings attended by the employees with consideration of the equal opportunity principles herein prescribed.

E. REWARDS AND RECOGNITION

The Schools Division of Benguet implements the Program on Awards and Incentives for Service Excellence (PRAISE) pursuant to the Revised Policies on Employee suggestions and Incentive Awards System under CSC MC No. 01, s. 2001 aligned with the provision of DepEd Order 9, s. 2002, Establishing the PRAISE in the Department of Education.

The R&R shall likewise promote uniformity and consistency in the implementation of the awards and incentives program in the Schools Division of Benguet. It shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall recognized and rewards officials and employees (teaching, teaching-related, and non-teaching), individually or in group for their valuable suggestions, innovative ideas, invention, discoveries, superior accomplishments heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in the Division operation that leads to productivity that has impact to the country and to the clients.

Schools Division of Benguet Rewards and Recognition shall incorporate EOP policy such that R&R programs – from formulation, nominations, screening and deliberations, and awarding shall not exclude anyone on account of his /her age, sex and gender, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes, and shall ensure the equal and fair treatment of all.

1. *R&R Program Design / Formulation*

- a. The design of an R&R program shall take into consideration the need to afford all employees the chance to be nominated. For this purpose, there shall be as many programs as practicable so that all teaching, related teaching, and non-teaching personnel of the Schools Division of Benguet, regardless of sex and gender, age, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing shall have the chance to be recognized and rewarded.
- b. The PRAISE committee shall continually improve the programs to ensure that equal opportunity principles are observed and promoted in the R&R of SDO Benguet.

2. *Nomination*

- a. Nominations for R&R shall strictly follow the guidelines set for each R&R program and shall not exclude anyone for any reason other than the fact that his/her nomination does not follow the guidelines.
- b. Anybody should be allowed to nominate anyone without fear of judgement provided that he/she is given such right in accordance with the guidelines for the R&R program.
- c. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Any violation shall be dealt with accordingly.

3. *Screening and Deliberation*

- a. The Screening Committee shall strictly follow the criteria set for each R&R program. No nominee shall be removed at any stage of the screening or selection for any reason other than that he/she can no longer proceed to the next stage following the guidelines and criteria as set.
- b. Deliberations for the selection of awardee(s) in case the R&R program calls for only one or a limited number of awardees shall observe EOP such that no nominee is removed without a valid reason. The superiority of the qualification of other nominees who shall proceed to the next stage or to be finally awarded shall be considered a valid reason. For this purpose, the provisions on deliberations of applicants / for employment, as far as practicable shall also apply.
- c. Should the screening committee decide that background investigation or validation shall be conducted, the provisions on the conduct of background investigation on application, as far as practicable, shall also apply.
- d. No member of the screening committee or validators shall knowingly or intentionally demonstrate bias, prejudice, or discrimination towards any nominee. Appropriate action shall be taken in case of violations.

4. Awarding

- a. The results of the screening and deliberations, unless there is/are reason(s) to believe that a violation of the EOP has occurred, shall be final and respected. No feedback after the process is completed shall be entertained that may undermine the whole process.
- b. The awarding ceremony shall be consistent for each program to avoid any unnecessary comparison
- c. The prize or reward given should be in accordance with the guidelines set for each R&R program. No one shall be denied his/her rightful reward as indicated in the guidelines, save for any changes or amendments communicated prior to the nominations.

F. RESPONSIBILITIES

To ensure the effective implementation of this EOP policy, the following key people shall be engaged:

- a. Top Management – the top management shall put the EEOP / EOP in place, educate its officials and employees, and ensure implementation and compliance by all offices.
- b. Human Resource Development Section shall:
 - o Conduct orientation on EOP policy and provide technical assistance on issues regarding EOP policy.
 - o Ensure the continued observance of the EOP by using methods that appeal to the most diverse range of applicants.
 - o Perform Learning Needs Analysis (LNA); determine the root cause issues on EOP barriers and provide the relevant L&D intervention; and spearhead change management initiatives to ensure the full implementation of EOP.
 - o Review, monitor, and evaluate actions undertaken by SDO Benguet relevant to the implementation of the EEOP.
- c. Finance Section – Shall conduct DepEd facility scan that will address simple/relevant issues and shall ensure responsive accommodation on budget needs for mid to long term accessibility being proposed. It shall allocate budget, renovate facilities, and make necessary investment to remove/ lessen workplace barriers.
- d. Chief Education Supervisor – assume joint responsibility with the Schools Division Superintendent in ensuring application of EOP policy in all HR systems. They shall also ensure that all employees understand and implement this policy and ensure that an appropriate work culture is maintained.
- e. Employees – Act as partners of management and their co-employees in ensuring the application of EOP policy. All employees have a responsibility to ensure that he or she does not discriminate against, harass, bully, victimize or vilify another worker, prospective employee, contractor, clients, partners, suppliers, or any other person at the workplace.

G. LODGING A COMPLAINT

In cases of violation on the EEOP / EOP policy in Performance Management, Rewards and Recognition, Learning and Development, Recruitment, Selection, and Placement, the process on complaints handling shall be followed:

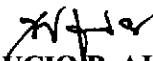
- a. Complaint Letter;

- b. Receive and Record of Complaint letter through the Human Resource Development Division;
and
- c. The Complaint Letter will then be submitted to the management.

H. EFFECTIVITY


This Equal Opportunity Policy shall take effect immediately upon approval by the Schools Division Superintendent. This shall also be reviewed every three (3) years to ensure that the policy is being adhered to and that the policy does not include requirements or conditions that may lead to discrimination.

Reviewed by:


LUCIO B. ALAWAS
CES SGOD


RIZALYN A. GUZNIAN
CES CID

Reviewed and Recommended for Approval:


SAMUEL T. EGSAEN JR., EDD
OIC - Assistant Schools Division Superintendent

Approved:


GLORIA B. BUYA-AO
Schools Division Superintendent