



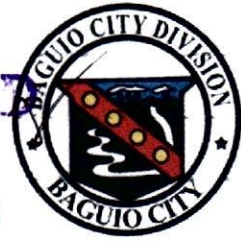
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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Office of the Superintendent
Division Order Number 01, s. 2018

TO : OIC Chief – Curriculum Implementation Division
Chief – School Governance and Operations Division
Schools District Supervisor
School Heads
All Other Concerned

SUBJECT : Establishing the Equal Opportunity Principle in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

1. DepEd Baguio is recommended by the Civil Service Commission – Cordillera Administrative Region (CSC – CAR) to adopt the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) for the CSC Agency Accreditation Program (CSCAAP).
2. Relative to this, a line-up of activities was scheduled for the Division HR Prime Assessment Committee including a benchmarking activity with the DILG-CAR and Baguio General Hospital, in order to see the areas applicable to DepEd which can be adopted as basis for crafting an internal policy to further improve the performance of the Division's PRIME-HRM.
3. Accordingly, the attached policy/guideline entitled "Establishing the Equal Opportunity Principle in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)" was crafted.
4. In our attempt for accreditation, adherence by all Division Office's teaching and non-teaching personnel to the said policy/guideline is mandated.
5. Immediate dissemination and compliance to this memorandum is desired.


FEDERICO P. MARTIN, CeD, EdD, CESO V
Schools Division Superintendent

**ESTABLISHING THE EQUAL OPPORTUNITY PRINCIPLE IN THE PROGRAM TO
INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE
MANAGEMENT (PRIME-HRM)**

RATIONALE

The Department of Education-Baguio City Division issues the enclosed Equal Opportunity Principle (EOP) policy to institutionalize strategies and standards to ensure that each employee is given an opportunity for growing in the service and are protected from any form of discrimination. This initiative enhances the creation of a diverse and skilled workforce; a workplace culture that displays fair practices and behaviour; and enhanced employment, participation and professional learning opportunities for employees.

This policy dovetails with requirements for accreditation of the human resource systems of the Civil Service Commission where EOP has to be applied. Meeting the indicators or achieving the maturity level under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) leads to higher employee and organizational performance (MC No. 24, s. 2016).

I. Policy Context

The standards and rules prescribed by this policy uphold the rights of all employees for fair and non-discriminatory treatment. The EOP covers four (4) areas of the PRIME-HRM: recruitment and selection; performance management; learning and development; and, rewards and recognition. It is designed to support the principle that staff are selected, developed and promoted according to merit and competence.

Finally, this policy recognises that prohibiting discriminatory policies and procedures is sound management practice.

II. Key Outcomes

- a. The workforce is free from discrimination
 - i. Equal representation of men and women in leadership positions

- ii. Representation of Level 1 and 2 employees in the Personnel Selection Board
 - iii. Management and leadership development opportunities for women
 - iv. Strategic human resource plans, policies and programs need to build workforce capability, enhance equity and diversity, and address professional learning, workplace complexity and multigenerational workforce needs.
- b. Employee views are heard
- i. Consultation of employees on policies affecting them
 - ii. Young professionals are provided with a range of professional development
- c. Presence of activities to celebrate achievements of employees with disabilities

III. Scope

This policy applies to all teaching, teaching-related and non-teaching employees or other persons in DepEd Baguio who are involved in the implementation of human resource activities.

IV. Legal Basis

1. **RA 9710**, Magna Carta of Women, which highlights that the State realizes that equality of men and women entails the abolition of the unequal structures and practices that perpetuate discrimination and inequality;
2. **RA 7192** or Women in Development and Nation Building Act where it recognizes the role of women in nation building and ensures equality before the law of men and women;
3. **RA 7277**, Magna Carta for Disabled Persons which emphasizes that no entity, whether public or private, shall discriminate against a qualified disabled person by reason of disability in regard to job application procedures, the hiring, promotion, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment;

4. **RA 10911** or an act prohibiting discrimination against any individual in employment on account of age which cites among others that employers are prohibited to print or publish, or cause to be printed or published, in any form of media, including the internet, any notice of advertisement relating to employment suggesting preferences, limitations, specifications, and discrimination based on age;
5. **RA 8371** or the Indigenous Peoples Rights Act which states that the State shall, within the framework of national laws and regulations, and in cooperation with the Indigenous Cultural Communities/Indigenous Peoples concerned, adopt special measures to ensure the effective protection with regard to the recruitment and conditions of employment of persons belonging to these communities, to the extent that they are not effectively protected by laws applicable to workers in general;
6. **RA 7041** or an act requiring regular publication of existing vacant positions in government offices which promotes efficiency in the allocation of personnel in the civil service, as well as transparency and equal opportunities in the recruitment and hiring of new personnel;
7. **RA 8972**, the Solo Parents' Welfare Act or an act providing for benefits and privileges to solo parents and their children, appropriating funds therefor and for other purposes;
8. **RA 9994** or an act granting additional benefits and privileges to senior citizens, further amending Republic Act No. 7432, as amended, otherwise known as "An act to maximize the contribution of senior citizens to nation building, grant benefits and special privileges and for other purposes."

V. Acts of discrimination

Consistent with this policy, DepEd-Baguio does not condone any form of unlawful discrimination or vilification, including that which relates to: gender; pregnancy; potential pregnancy; marital/domestic status; disability; race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin; age; family responsibilities, family status, status as a parent or carer; racial classification; sexuality; HIV/AIDS vilification; religious belief or



activity; political belief or activity; industrial activity; employer association activity; physical features; breastfeeding; transsexuality; transgender; or position.

Furthermore, the following acts are categorized as discriminatory:

1. Favoring a non-disabled employee over a qualified employee with disability, with respect to promotion, training opportunities, study and scholarship grants, solely on account of the latter's disability;
2. Re-assigning or transferring an employee with disability to a job or position he cannot perform by reason of his disability;
3. Using qualification standards, employment tests or other selection criteria that screen out or tend to screen out a person with disability;
4. Decline any employment application because of the individual's age;
5. Deny any employee's or worker's promotion or opportunity for training because of age;
6. Discriminate against any indigenous cultural communities (ICC)/indigenous peoples (IP) with respect to the terms and conditions of employment on account of their descent;
7. Deny equal remuneration that shall be paid to ICC/IP and non-ICC/IP for work of equal value;
8. Deny ICC/IP women to rights and opportunities as regards the social, economic, political and cultural spheres of life. The participation of indigenous women in decision-making process in all levels, as well as in the development of society, shall be given due respect and recognition; and
9. Other acts analogous to the foregoing.

VI. EOP Standards

Human Resource System	EOP Standard	Person or Unit Responsible	Reference
Recruitment, Selection and Placement	1. Posting of vacancies shall incorporate on the form the EOP principle (<i>"This Office recognizes equal opportunity and all qualified applicants will receive</i>	HRMO (OSDS)	RA 7277 RA 10911 RA 8371 RA 7041

	<p><i>consideration for employment without regard to age, ethnicity, religion, sex, national origin, disability status, or any other characteristic protected by law.”)</i></p> <ol style="list-style-type: none"> 2. Maintain an information system of applicants containing their profile (sex-disaggregated database of applicants; ethnicity, disabilities) 3. Conduct an On-boarding or induction program to, and regular orientation for new and all employees 	<p>HRMO</p> <p>Administrative Office and HRD</p>	
<p>Performance Management</p>	<ol style="list-style-type: none"> 1. Providing performance support during the coaching phase 2. Flexible work practices are recognised as an important means of addressing workplace adjustment needs for staff with a disability 3. Propose an Employee Assistance Program including the use of translating and interpreting services of SPED to management to support eligible staff who are experiencing work related or personal problems (mental health problems) 4. Develop policy on EOP 	<p>Chiefs and Unit Heads</p> <p>HRD</p> <p>PMT Chair and Legal Unit</p>	<p>DO 02, s. 2015</p>
<p>Learning and Development</p>	<ol style="list-style-type: none"> 1. Needs-based professional development programs for women, PWD, employees from different ethnic groups and young professionals 2. Collect sex-disaggregated data; Number of PWD; Number of Employees needing adjustment in the workplace; Employees from CAR and outside CAR; and include its analysis in planning and implementation of L and D programs 3. Participants sent to training shall 	<p>HRD (SGOD)</p>	<p>RA 7192 RA 9710</p>

	<p>be selected based on HR Information System where everyone is given a chance to attend learning and development activities</p> <p>4. HRD plan focuses on valuing staff and providing a working environment that acknowledges their contribution and builds capacity</p> <p>5. Professional development opportunities (scholarships, training offered by external providers) are posted on the DepEd Baguio website</p>		
Rewards and Recognition	<p>1. Screening and selection of employees to be awarded shall follow the criteria set</p> <p>2. Celebration of achievements of PWD employees in the DO and schools (indicators to be set; additional rewards)</p>	PRAISE	CSC MC 01, s. 2001
Other activities (such as but not limited to Division Meetings or Unit/Section Meetings/ flag raising ceremony)	<p>1. <u>Minutes of the Meeting</u>: EOP issues and concerns that arise during the meeting shall be placed in the minutes of the meeting.</p> <p>2. <u>Information, Education and Communication of EOP</u>: Communication of this policy shall be done as part of flag raising ceremony and other activities and to be explained in all schools.</p>	<p>Secretariat of all activities</p> <p>HRD and Legal Unit</p>	

VII. Violations

Upon finding that any employee or officer of the division has violated any provision of this guideline, s/he shall be held liable under this guideline and the sanctions provided in the rules of procedure of the Department of Education in administrative cases and other relevant and appropriate laws and their implementing rules and regulations, shall apply.

Filing a complaint under this guideline shall not preclude the offended party from pursuing other remedies available under the law and to invoke any of the provisions of existing laws hereto mentioned.

VIII. Monitoring and Evaluation

Information dissemination on this policy shall be done to all staff in the Division Office/school and to all school personnel. All heads of units/sections, divisions chiefs and school heads are accountable in monitoring the implementation of the EOP. Documentation of EOP practices in units/sections and divisions is strongly encouraged for reference.

IX. Effectivity

This policy shall take effect immediately until amended, repealed, rescinded or superseded.

/stf.osds.4.26.2018

