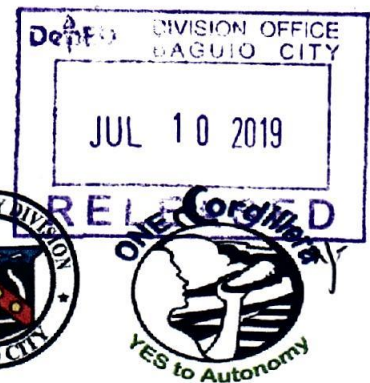




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 285 S. 2019

TO : HRMPSB
DIVISION CHIEFS
SECTION/UNIT HEADS
SCHOOL HEADS
ALL OTHERS CONCERNED

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.

1. Relative to the Deped Merit Selection Plan principles on Merit, Fitness on 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 selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
2. 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.

Applicants under Special cases	Facility/Service Provider to be Made Available	Specific EEOP Measures to be Applied
Pregnant women Physically-challenged (lame, wearing crutches, wheelchairs etc.)	<ul style="list-style-type: none">• Venue with ramps and/or railings (if deemed necessary)• Wheelchair• Medical personnel	<ol style="list-style-type: none">1. The venue for the screening process shall be at the IPED room which is easily accessible to the applicant.2. There shall be provision of supportive equipment such as wheelchair, in case needed available at the medical section3. Medical personnel shall be coordinated to be on standby to easily respond when needed.4. The personnel in-charge at the front desk shall duly assist the applicant in going to the venue.5. The applicant shall be given priority in the order of line-up and should be the first to be interviewed.

**Person with Visual
and Hearing
Impairment**

- Braille writing system
 - Personnel who is proficient/trained in using the Braille writing system
 - Personnel who is proficient/trained in sign language
1. The venue for the screening process shall be at the SPED Center which is easily accessible to the applicant.
 2. The venue shall have adequate lighting and is equipped with applicable visual aids.
 3. If accompanied, the HRMPSB shall allow him/her to assist the applicant during the duration of the screening process.
 4. If unaccompanied, certain agency personnel may be assigned to assist the applicant during the screening process.
 5. The HRMPSB shall conduct the screening process at the SPED Center to be assisted by a SPED teacher

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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.)

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

