



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

January 6, 2020

DIVISION MEMORANDUM

No. 178s. 2020

**EQUAL EMPLOYMENT OPPORTUNITY POLICY ON RECRUITMENT, SELECTION
AND PLACEMENT, LEARNING AND DEVELOPMENT, PERFORMANCE
MANAGEMENT AND REWARDS AND RECOGNITION AND OTHER ACTIVITIES OF
DepEd CAPIZ DIVISION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Personnel
Division Focal Persons
All others concerned

1. DepEd SDO-Capiz adheres to the Civil Service Commission's policy on equality of employment opportunity in the government. The equal employment opportunity sees that DepEd as an employer protects all employees and provides equal opportunity in terms of recruitment, selection and promotion, learning and development opportunities, performance evaluation and rewards and benefits without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law.
2. Further, this principle of non-discrimination emphasizes that opportunities in education, employment, advancement, benefits and resource distribution, and other areas should be freely available to all citizens, irrespective of their age, race, sex, religion, political association, ethnic origin, or any other individual or group.
3. In line with this, Focal Persons are advised to indicate on the second to the last paragraph of the Division Memorandum during the conduct of seminar/workshops/trainings this statement "***It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil***



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status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

4. Likewise, for Recruitment, Selection and Placement, the HRMO shall post/publish announcement of vacancies with statement ***“This office upholds the principle of equal employment opportunity for all regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law.”***
5. Further, the equal opportunity principle is applicable to other Core HR Systems (performance Management and Rewards and Recognition) and to all DepEd SDO Capiz activities at all levels from learners, teaching, non-teaching, related teaching and stakeholders.
6. Immediate dissemination of and compliance with this Memorandum is highly desired.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent

JAN 06 2020

Enclosure: NONE

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

EMPLOYEES POLICY SEMINAR TEACHERS TRAINING WORKSHOP



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