



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz
Banica, Roxas City

DIVISION MEMORANDUM

No. 194 s. 2021

EQUAL OPPORTUNITY POLICY IN THE SCHOOLS DIVISION OF CAPIZ

TO OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the District
All Public Elementary, Secondary and Integrated Schools
Unit/Section Heads
All Others Concerned

DATE September 22, 2021

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1. With the aim to empower the **Schools Division of Capiz** by developing its human resource management competencies, systems, and practices toward HR excellence, this office issued the guidelines on Equal Opportunity Policy.
 2. The implementation of the policy shall be applied to the four (4) core systems of human resource management, namely: a) Recruitment, Selection and Placement; b) Learning and Development; c) Performance Management; and, d) Rewards and Recognition.
 3. Attached is the copy of Equal Opportunity Policy.
 4. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

SEP 22 2021



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EQUAL OPPORTUNITY POLICY IN THE SCHOOLS DIVISION OF CAPIZ

I. RATIONALE

As an institution committed to its goal of delivering quality basic education support services that are innovative, responsive, and inclusive, the **Schools Division of Capiz** recognizes the importance of equality and diversity among all pillars and elements of human resource management systems from recruitment, selection and promotion, awards, examinations, training and development, and all other personnel actions, terms and conditions of employment.

The Civil Service Commission through CSC Resolution 89-463 dated July 07, 1989, adopted policy directions on Equality of Employment Opportunity in the government service including an undertaking to take all appropriate measures to eliminate all forms of discrimination based on gender, political/religious affiliation, ethnic/cultural extraction and social origin, by any person, organization or enterprise.

Thus, this policy is created to allow the institutionalization of actions to ensure that the **Schools Division of Capiz** complies with the Constitutional mandate prohibiting all forms of discrimination against any person and the various laws, resolutions, declarations and recommendations promoting equality and diversity in the workplace.

II. COVERAGE

The policies declared herein shall be observed by all the **Schools Division of Capiz** personnel in the following four (4) core systems of human resource management, namely: a) Recruitment, Selection and Placement; b) Learning and Development; c) Performance Management; and d) Rewards and Recognition.

III. DEFINITION OF TERMS

a. Equal Employment Opportunity (EEO)

It means that all employment policies and practices must be based on the principle of merit and fitness.

b. Diversity in the workplace

A workplace consisting of employees with varying characteristics and preference including, but not limited to, religious and political beliefs and affiliations, gender, sexual orientation, ethnicity, education, social and economic status and geographical location.

c. **Discrimination**

An act of exclusion, distinction, restriction or preference based on age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant or breastfeeding, career status, family responsibilities, disability/impairment or other status or condition, which has the effect of nullifying the recognition enjoyment or exercise by all persons, on an equal footing, of all human rights and fundamental freedoms.

d. **Inclusive workplace**

A work environment in which all individuals are treated fairly and are provided with equal access to resources and opportunities regardless of their age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, disability and other factors.

e. **Groups with Special Needs**

Those individuals in need of special attention and consideration and are provided with special benefits and privileges by existing laws such as, but not limited to the following:

- Pregnant and/or Breastfeeding Women
- Solo Parent
- Senior Citizen
- Indigenous Peoples
- Persons With Disability
- Others identified as such by law (e.g. persons with HIV and AIDS as provided in R.A. 11166)

f. **Persons with Disability (PWD)** — are those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.'

III. GENERAL GUIDELINES

The following guidelines shall be observed to guarantee that the **Schools Division of Capiz** regard all personnel and clients with fairness and respect, and that diversity in the workplace is fostered at all times:

a. The Top Management, Division and School Officials of **Schools Division of Capiz** shall be responsible for the dissemination and implementation of this policy.

- b. The Gender and Development Focal Person shall be responsible for eliminating gender bias in the workplace and mainstreaming gender responsiveness in **Schools Division of Capiz**. The Human Resource Management Office (HRMO) and the Human Resource Development Section (HRDS) are responsible in ensuring compliance with this policy in the (4) core systems of human resource management, namely: a) Recruitment, Selection and Placement; b) Learning and Development; e) Performance Management; and, d) Rewards and Recognition.
- c. The Human Resource Management Office (HRMO) and Human Resource Development Section (HRDS), in collaboration with SDO School Health Section, are responsible for the advocacy and promotion of this policy.
- d. Equality, diversity and inclusion shall be included among the values of **Schools Division of Capiz** and shall be promoted in the workplace at all times.
- e. All programs and projects of **Schools Division of Capiz** shall be developed, implemented and evaluated using the equality and diversity and cultural sensitivity perspective.
- f. The Top Management shall ensure that those who commit infractions of government laws and regulations relevant to this policy are properly disciplined.

(Implementing Rules and Regulations of Republic Act No. 10754 — An Act Expanding the Benefits of and Privileges of Persons with Disability (PWD))

- g. The Top Management shall support knowledge management activities relevant to this policy as well as internal and external opportunities for improvement of its implementation.

IV. IMPLEMENTING MECHANISMS IN THE FOUR CORE SYSTEMS OF HUMAN RESOURCE MANAGEMENT

A. Recruitment, Selection and Placement

1. Selection of employees in the **Schools Division of Capiz** shall be based on merit and fitness. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation or other factors which is contrary to the principle of merit and system.
2. There shall be equal employment opportunity for men and women at all levels of position in the **Schools Division of Capiz**, provided they meet the minimum requirements of the position to be filled.
3. The **Schools Division of Capiz** shall, as far as practicable, ensure equal opportunity for men and women to be represented in the Personnel Selection Board (PSB) for all levels.

4. The Human Resource Management Office (HRMO) shall maintain records of the total number of applicants and identify among them those belonging to groups with special needs so that proper assistance can be provided to them.
5. The **Schools Division of Capiz** shall not deny PWD access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able bodied person.
6. The **Schools Division of Capiz**, its officials and employees, shall uphold and respect the rights and privileges of persons with specialized needs as provided in relevant laws and regulations and shall utilize standards, criteria, or methods in recruitment, selection and placement of employees in accordance with the equal opportunity principle.
7. The PSB or those tasks to conduct interviews must only ask questions related to the selection criteria; the questions should not pertain to age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors contrary to the equal opportunity principle.

B. Learning and Development

1. The Human Resource Development Section shall include this policy in the orientation of newly-hired personnel. It should continually increase awareness of the negative effects of discrimination, harassment and bullying on the grounds of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors which are contrary to the merit and system principle and equal opportunity policy.
2. The **Schools Division of Capiz** shall provide learning and development interventions to address competency gaps and develop the knowledge and skills necessary for career advancement. In the provision of trainings, scholarships and other capacity building opportunities, the personnel shall be evaluated on the basis of their performance and accomplishments and not on age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors which are contrary to the merit and system principle and equal employment opportunity.
3. The **Schools Division of Capiz** shall be responsible in ensuring that reasonable steps have been taken to prevent discrimination, harassment, victimizations and vilifications from occurring in the workplace including trainings and other activities intended for learning and development.

C. Performance Management

1. In the implementation of Results-Based Performance Management System (RPMS), the **Schools Division of Capiz** shall ensure that no discrimination is committed on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors contrary to equal opportunity principle.

2. In giving assignments/tasks, the supervisors and heads should consider the needs of personnel belonging to groups with specialized needs or those who are recuperating from life-threatening illnesses or undergoing serious treatments.
3. Pregnant personnel should not be given assignments/tasks that may endanger their life and that of their unborn child.
4. The standard rating scale approved by the Department of Education and the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Raters shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.
5. The **Schools Division of Capiz** shall, as far as practicable, ensure equal representation to the performance management team regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors contrary to the equal opportunity principle.

D. Rewards and Recognition

1. The rewards and recognition of staff shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors contrary to the equal opportunity principle.
2. The standard rating scale approved by the Department of Education and the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Raters shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.
3. The **Schools Division of Capiz** shall, as far as practicable, ensure equal representation to the Program on Awards and Incentive for Service Excellence Committee (PRAISE) or its equivalent in the Division regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors contrary to the equal opportunity principle.

V. SEPARABILITY CLAUSE

In the event any portion of this policy is declared illegal or invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

VII. EFFECTIVITY

This Division Order shall take effect immediately after approval and shall remain in force unless superseded by an appropriate issuance.