



Republic of the Philippines  
**Department of Education**  
 REGION X-NORTHERN MINDANAO  
 DIVISION OF MALAYBLAY CITY

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 DEPED MALAYBALAY CITY DIVISION  
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**DIVISION ORDER**

No. 01 s. 2020

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors SGOD and CID  
 Elementary and Secondary School Heads  
 This Division

**FROM:** **VICTORIA V. GAZO, PhD, CESO X**  
 Schools Division Superintendent

**DATE:** February 26, 2020

**SUBJECT: EQUAL OPPORTUNITY PRINCIPLE (EEOP)**

1. Pursuant to the Civil Service Commission Memorandum Circular no. 3 s. 2012 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this Office informs the field on the internal policy on Equal Opportunity Principle.
2. Relative to the agency's compliance to promote equal opportunity in employment, education, service delivery in accordance with the principles of equity and fairness, the policy of Equal Opportunity Principle which shall be observed in the four (4) pillars of the PRIME-HRM namely recruitment, selection and placement, performance management, learning and development; and rewards and recognition.
3. Attached is the policy entitled "Department of Education - Division of Malaybalay City Equal Opportunity Principle".
4. Immediate dissemination and compliance to this memorandum is desired.

Encls.: As stated  
 Vgsm2/20/2020

**TO BE POSTED IN THE WEBSITE**



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**DEPARTMENT OF EDUCATION-DIVISION OF MALAYBALAY CITY**  
**EQUAL OPPORTUNITY PRINCIPLE:**

**1. RATIONALE**

The Department of Education- Division of Malaybalay City strictly adheres to the principles of merit, competence, fitness and equality in the selection of employees which is based on the qualifications and competence to perform the duties and responsibilities of the position. It also recognizes the role of public sector unionism in the elimination of discrimination against women and other vulnerable sectors in the society.

The policy on Equal Opportunity Principle (EOP) is issued to ensure that all employees are empowered to achieve their full potential through valuing diversity and 'equality of opportunity by supporting excellent performance and through progressive development.

This policy is also established in compliance to the Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which empowers the Division of Malaybalay City to develop the Human Resource Management competencies, systems, and Practices toward HR excellence.

**I. OBJECTIVES**

A. To uphold the rights of all employees for fair and non-discriminatory treatment. The EEOP covers four (4) areas of the PRIME-HRM:

- a. Recruitment, selection and placement,
- b. performance management,
- c. learning and development; and
- d. rewards and recognition

B. To provide a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously.

**A. KEY OUTCOMES**

A. The workforce is free from discrimination:

- a. Ensure equal representation of men and women in leadership positions.
- b. Practices, procedures and policies that are no-discriminatory.
- c. Recruitment, selection and promotion will be based on merit, competence, fitness and equality.





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- d. staff will have equity of access to training and development opportunities.
- e. Management and leadership development opportunities for women.
- f. Presence of activities to celebrate achievements of qualified individuals who belong to the vulnerable sectors.

**B. Achieve fair practices and behavior in the workplace:**

- a. Grievance handling procedures that are accessible to all employees and deal
- b. with workplace complaints promptly, confidentially and fairly.
- c. Management decisions being made without bias
- d. Respect for the social and cultural backgrounds of all employees.

**B. SCOPE**

The policy on EOP applies to the four (4) areas of PRIME-HRM and to all teaching, 'teaching-related, non-teaching employees of the Division of Malaybalay City. The Equal Opportunity Principle is about maximizing the diverse population and removing barriers so that everyone will have the chance to perform to their best. It also emphasizes fairness and equality to individuals who belong in the vulnerable sectors such as persons with disability, indigenous cultural 'communities or indigenous people (ICCs/IPs), senior citizens and women.

**C. LEGAL BASIS**

**1. RA 9710, THE MAGNA CARTA FOR WOMEN**, which emphasizes that the State affirms the role of women in nation building and ensures the substantive equality of women and men. It promotes empowerment of women and pursue equal opportunities for 'women and men and ensure equal access to resources and to development results and outcome, Further, 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, WOMEN IN DEVELOPMENT AND NATION BUILDING ACT**, the State recognizes the role of women in nation building and shall ensure the fundamental equality before the law of men and women.

**3. RA 7277, MAGNA CARTA FOR DISABLED PERSONS**, which recognizes 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,





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**4. RA 10911, ANTI-AGE DISCRIMINATION IN EMPLOYMENT ACT,** promotes

equal opportunities in employment for everyone and prohibits discrimination against any individual in employment on account of age which cites among others that it is unlawful for an employer, 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, THE INDIGENOUS PEOPLES' RIGHTS ACT OF 1997,** recognizes and promotes rights of ICCs/IPs within the framework of national unity and development and in cooperation with the Indigenous Cultural Communities/indigenous peoples concerned, adopt special measures to ensure 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,** 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,** wherein the State promotes the family as the foundation of the nation, strengthen its solidarity and ensure its total development. The Act provides benefits and privileges to solo parents and their children appropriating funds therefor and for other purposes:

**8. RA 9994,** 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. The senior citizens who have the capacity and desire to work, or be re-employed shall be provided information and matching services to enable them to be productive members of society.

**9, RA 10533** an act which is also known as "Enhanced Basic Education Act of 2013" wherein it is stipulated that DepEd- Division of Malaybalay City shall adhere to the following standards and principles, when appropriate in developing the enhanced basic education curriculum:

- a. The curriculum shall be learner-centered, inclusive and developmentally appropriate;





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- b. The curriculum shall be relevant, responsive and research-based;
- c. The curriculum shall be gender and culture-sensitive;
- d. The curriculum shall be contextualized and global;
- e. The curriculum shall use pedagogical approaches that are constructivist, inquiry-based, reflective, collaborative and integrative;
- f. The curriculum shall adhere to the principles and framework of Mother Tongue-Based Multi-lingual Education (MTR-MLE) which starts from where the learners are and from what they already knew proceeding, from the known to the unknown. The MTB-MLE curriculum shall be available, & The curriculum shall use the spiral progression approach to ensure mastery of knowledge and skills after each level, and
- g. The curriculum shall use the spiral progression approach to ensure mastery of knowledge and skills after each level; and
- h. The curriculum shall be flexible enough to enable and allow schools to localize, indigenize and enhance the same based on their respective educational and social contexts. The production and development of locally produced teaching materials shall be encouraged and approval of these materials shall devolve to regional and division education units.

#### **D. ACTS OF DISCRIMINATION**

Consistent with this policy, the Division of Malaybalay City ensures that no one shall suffer discrimination on the basis of gender, sex, religion, marital status, disability, social origin, descent, ethnic, ethno-religious origin, age, family responsibilities, sexual preference or orientation, political belief or activity, physical features or position.

The following acts are categorized as discriminatory:

1. Limiting, segregating or classifying a disabled job applicant
2. Favoring a non-disabled employee over a qualified employee with disability, with respect to promotion, training opportunities, study and scholarship grants on account of the latter's disability;
3. Re-assigning or transferring an employee with disability to a job or position he/she cannot perform by reason of his/her disability;
4. Dismissing or terminating the services of the disabled employee;





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5. Excluding disabled persons from membership in labor unions or similar organizations,
6. Using qualification standards, employment tests or other selection criteria that screen out or tend to screen out a disabled person or use of methods of administration that discriminates and perpetuates the discrimination of others:
7. Decline in any employment application because of the individual's age;
8. Deny any employee's promotion or opportunity for training because of age;
9. Discriminate against any indigenous cultural communities / indigenous peoples (IP) with respect to the terms and conditions of employment on account of their descent;
10. Deny equal remuneration that shall be paid to ICC/IP and non-ICCIP for work of 'equal value';
11. Deny ICC/IP women to rights and opportunities 'as regard 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.
12. Deny members of the LGBTQ community the opportunities for professional growth by reason of their sexual orientation.
13. Deny any employment application, employee's promotion, training opportunity or work accommodation by reason of religious beliefs or practices.
14. Type of discrimination which entails making employment decisions based upon someone's faith. This could be refusing to hire an employee because he or she is a Muslim who observes flexible work schedule which is allowed during the period of Ramadan as determined by a proclamation or any other issuance from the Office of the President or because he or she is a Seventh Day Adventist who observes Saturday Sabbath.





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**E. EQUAL OPPORTUNITY PRINCIPLE STANDARDS**

PILLAR	EOP STANDARD	Responsible Person/s	REFERENCE
Recruitment, Selection and placement	<ol style="list-style-type: none"> <li>1. Posting of vacancies shall incorporate on the form the EOP ("This Office recognizes equal employment opportunity wherein all qualified applicants will be considered for employment without regard to age, ethnicity, religion, gender, sexual orientation, national origin, disability or any other characteristic protected by law")</li> <li>2. During recruitment (such as conduct of interview or exam) the qualified applicants from the vulnerable sector shall be asked if there are requests or special needs to accommodate the differently-abled persons/pregnant women to provide equal participation and shall be provided with express lane privilege.</li> <li>3. Maintain an information system of applicants containing their profile (sex-</li> </ol>	SDS ASDS ADMIN HRMO	RA 7277 RA 10911 RA 8371 RA 7041 DO 07, s. 2015 DO 22, s. 2015 DO 03, s. 2016 DO 50, s. 2016





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	<p>disaggregated database of applicants, ethnicity and disabilities)</p> <p>4. Conduct an On-boarding or induction program and regular orientation to all employees.</p>		
<p><b>Performance Management</b></p>	<p>1. Strengthen the implementation of Results Based Performance Management System (RPMS) to concretize the linkages between the organizational thrusts and the performance management.</p> <p>2. Grant equal treatment to all employees to ensure organizational effectiveness.</p> <p>3. Identify and eliminate barriers that maybe encountered, including the elimination of discriminatory criteria on conducting mentoring and performance evaluation.</p> <p>4. Provide a workplace which is supportive and free from discrimination on the ground of age, gender, social or ethnic group</p>	<p>SDS</p> <p>ASDS</p> <p>Chief and Unit Heads</p> <p>PSDS and School Heads</p> <p>HRTD</p> <p>PMT Chair and Committee</p> <p>Legal Unit</p>	<p>DO 02, s. 2015</p>







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	and physical condition/features. 5. Flexible time and work environment.		
Learning and Development	<ol style="list-style-type: none"> <li>1. Provide professional development programs for women, PWD, employees from different ethnic groups and young professionals.</li> <li>2. Participation of employees in training and other professional development activities shall be fairly selected and shall not be discriminatory.</li> <li>3. Promote self-esteem and personal development to vulnerable sector to enable them reach their full potential.</li> <li>4. HRD plan focuses on Valuing staff and providing a working environment that acknowledges their contribution and builds capacity.</li> <li>5. Professional Development opportunities are posted in the website through memorandum to ensure that all employees have access to the information.</li> </ol>	ASDS Chief-CID HRTD (SGOD) EPS (CID)	RA 7192 RA 9710 MC 09, s. 2009 DO 32, s. 2011





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	<p>6. Memorandum relative to Conduct and Attendance to training/orientation shall incorporate in the memorandum/ advisory the EOP (ex: "Please inform the personnel In-charge for requests or special needs necessary to accommodate differently-abled persons/ pregnant women/ senior citizens to facilitate equal participation in the training or orientation.")</p>		
<p>Rewards and Recognition</p>	<p>1. Screening and Selection of employees to be awarded shall follow the criteria to provide equal opportunities to all employees.</p> <p>2. Ensure that reward and recognition schemes are non-discriminatory.</p>	<p>ASDS Chief HRTD (SGOD) EPS (CID)</p>	<p>DO 78, s. 2007 DO 09, s. 2002</p>

**F. VIOLATION**

The Division of Malaybalay City will promptly, thoroughly and fairly investigate every issue/violation that is brought to the management and will take disciplinary action, when appropriate in accordance with DepEd Order no. 49, s. 2006 entitled Revised Rules of Procedure of the Department of Education in Administrative Cases.

The Head of Office being the disciplining authority to all non-teaching personnel first will exhaust the grievance machinery and other alternative dispute resolution warranted by the appropriate DepEd Orders.

On the other hand, matters that are administrative in nature involving non-teaching personnel shall be investigated either initiated by the complainant or motu





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propio or by an anonymous letter channeled through the 8888-call hotline pertaining to government employees.

Settlement is allowed only where the act is purely personal between the private complainant and the person complaint of and no apparent injury to the government. Upon filing of the complaint, the Head of Office shall determine whether the offense can be the subject of settlement succeeds, a Compromise Agreement shall be executed between the parties and attested by the disciplining authority or authorized representative.

Compromise agreement shall be binding on the parties which cannot be impugned unless it is proven that there was duress or fraud in its execution on the part of any of the parties. A decision shall be issued based on the agreement and issue an order terminating the process, but the non-compliance by the person complained of the agreement, the case may be re-opened for investigation until the final determination.

**G. DISSEMINATION AND IMPLEMENTATION OF POLICY**

The Division Chief/s, unit/section heads, Public Schools District Supervisors and Schools Heads/School In-charge shall be responsible of the following:

1. Dissemination and discussion of the policy with the teaching and non-teaching personnel.
2. Notify the management of all incidents or reports of discrimination or unfair selection in employment, Training and employee benefits/rewards.
3. Submission of report on the observations, both positive and negative, in actual Division practices in implementing this project.

**H. EFFECTIVITY**

This policy shall take effect immediately.





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