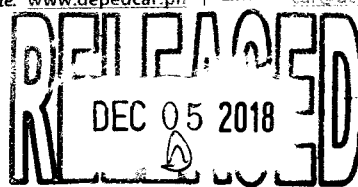


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

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REGIONAL ORDER  
No. **008** s**2018**

DEPED-CAR \_\_\_\_\_

**POLICY GUIDELINES ON THE INCORPORATION OF THE EQUAL OPPORTUNITY PRINCIPLE (EOP) TO THE HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) OF DEPED – CAR**

To: Schools Division Superintendents  
Chairpersons and Members of  
HRMPSB, PMT, PRAISE, PDC  
All Concerned

1. DepED-CAR issues the Policy Guidelines On The Incorporation Of The Equal Opportunity Principle (EOP) to the Human Resource Management Systems (HRMS) in recognition of the right of persons with disability to work on an equal basis with others and to participate fully into the mainstream of society and to provide equal opportunity for employment and equal remuneration for work of equal value pursuant to Republic Act Numbers 7277 and 10524.
2. This policy shall guide the different committees implementing the Human Resource Management Systems in the Regional and Schools Division Offices in integrating the Equal Opportunity Principle in their HRM actions.
3. Immediate dissemination and implementation of this policy is required.

**MAY B. ECLAR, Ph. D., CESO V**  
Regional Director

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## **Policy Guidelines on the Incorporation of the Equal Opportunity Principle (EOP) to the Human Resource Management Systems (HRMS) of DepED – CAR**

### **I. RATIONALE**

Pursuant to Rule IX of the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, Series of 2018, re: 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018, 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. Section 1 of Republic Act No. 10524 or “An Act Expanding the Positions Reserved For Persons With Disability, Amending for the Purpose RA No. 7277, As Amended, Otherwise Known as the Magna Carta for Persons With Disability amends Section 5 of RA 7277 which provides Equal Opportunity for Employment and states that “No person with disability shall be denied 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. At least one percent (1%) of all positions in all government agencies, offices or corporations shall be reserved for persons with disability.” This is to recognize the right of persons with disability to work on an equal basis with others and to participate fully into the mainstream of society and to provide equal opportunity for employment and equal remuneration for work of equal value.

To attain this mandate, Department of Education, Cordillera Administrative Region shall incorporate the Equal Opportunity Principle (EOP) in the Human Resource Management Systems (HRMS) namely: Recruitment, Selection and Placement; Learning and Development; Performance Management; and, Rewards and Recognition, to effectively implement the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). These guidelines ensure that all individuals are given equal opportunity to all matters concerning all forms of employment, including conditions of recruitment, hiring and employment, continuance of employment, perform and be rewarded for his/her efforts, career advancement, and safe and healthy working conditions.

### **II. SCOPE**

These guidelines shall apply to all Human Resource Management Systems (HRMS) namely: Recruitment, Selection and Placement; Learning and Development; Performance Management; and, Rewards and Recognition across governance levels in the Region, regardless of employment status such as permanent, contractual, casual or job order.

### **III. POLICY STATEMENT**

The Human Resource Management Systems (HRMS) of the Department of Education, Cordillera Administrative Region ensure that equal opportunities in terms of the four (4) areas (Recruitment, Selection and Placement, Performance Management, Learning & Development and Rewards and Recognition) shall be afforded to all individuals regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, without discrimination of any kind.

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Appropriate practices, procedures and services shall be developed to suit the needs of persons with disability. The systems ensure that all processes in Human Resource actions do not discriminate any one for reasons of disability and that opportunities offered shall be the same for all employees.

#### **IV. PURPOSE**

The purpose of this policy is to promote equal opportunity for all by ensuring that all Human Resource Management Systems and other practices operate on the basis of the appropriate merits, qualifications, abilities and potential of individuals.

#### **V. DEFINITION OF TERMS**

1. Equal Opportunity Principle (EOP) - asserts that all people should have the right to work and advance on the bases of merit and ability, regardless of their age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation
2. Persons with Disability – include those who have long term physical, mental, intellectual or sensory impairments which in iteration with various barriers may hinder their full and effective participation in society on an equal basis with others
3. Recruitment, Selection and Placement – A strategy for attracting, screening, and onboarding qualified persons for job vacancies in the organization. It aims to have the right person in the right job at the right time, which is essential to the Agency's Performance.
4. Learning and Development – A strategy for development and learning vis-à-vis Agency objectives
5. Performance Management – A strategy for managing and measuring employee improvement in the Agency.
6. Rewards and Recognition – Retaining and valuing contributions of people in the organization.

#### **VI. PROCEDURES**

All activities, processes, resolutions or decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

The following are the organization's policy guidelines for each HRMS area:

##### **A. On Recruitment, Selection and Placement**

1. Qualified applicants of diverse origin and abilities or challenges are welcome to apply to any vacant position. All employment actions, processes, resolutions or decisions are made on a non-discriminatory basis, and without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
2. Applicants and employees are evaluated on the basis of job qualification and merits pursuant to existing rules, regulations and guidelines.

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3. Data on age, sex, religion, civil status, and information whether solo parent, person with disability (PWD) are part of information processing only. Picture requirement is only for purposes of validating the identity if identity is questioned. Information and appearance is not part of evaluation. Data gathered is subject to the conditions of the "Data Privacy Act" such as rule on confidentiality and utilization of data for lawful and specified purposes only.

4. For applicants who are differently-abled, appropriate assistance and responsive assessments shall be administered to ensure that the applicant is given equal opportunity to compete for the position based on merit. The HRM Office is always available to those who are in need of special assistance and accommodation.

5. In compliance with Section 1 of RA 10524, the Department may practice affirmative action in its decision to hire and promote. This means that it may favor to appoint those who are generally or historically a disadvantaged group provided there are such applicants who meet the qualification standards of the position applied for.

6. As part of the orientation/onboarding of new appointees, they shall be required to answer a questionnaire on their perceived disabilities. Any revealed disability by the appointee shall be considered by management in assigning their functions.

7. The Human Resource Merit Promotion and Selection Boards (HRMPSBs) of the Regional Office and the Schools Division Offices shall partner with the SPED Centers/schools and other potential partners in their area/Division for the use of any available auxiliary aids and assistive devices in the assessment of applicants with disability.

## **B. On Learning and Development**

The following provisions shall be open to all employees regardless to all ages, sex, sexual orientation and gender identity, civil status, religion, ethnicity and differently-abled staff:

1. Training programs, projects, activities or interventions and scholarship programs.
2. Self-solicited scholarships and training grants may be allowed on highly meritorious cases as may be determined by the agency head.

## **C. On Performance Management**

1. Personnel with physical impairment or differently-abled will be rated for their performance in the present assigned job. This should be agreed upon during target setting. Their limitation should not be taken against them.

2. Any employee who is with physical impairment or differently abled as well as those who has acquired a disability which hampers her/him to perform her/his present functions shall be assigned by management to functions which she can do despite of the disability.

3. As part of the flexible working hours for DepED employees, nursing mother employees are allowed for a 1 ½ hour lunch break for the 1st six (6) months from the day they report to work after their maternity leave of absence. Provided, the employee completes the 40 hours per week of actual service within the allowed office hours between 7:00AM to 6:30 PM.

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#### **D. On Rewards and Recognition**

1. Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
2. Every employee is rewarded according to his or her contribution to the attainment of the organization's goals and objectives or based from individual's performance, capability and potential. Rewards and recognition awarded can be used as basis in earning points during the application, selection/assessment process.

#### **VII. MONITORING AND EVALUATION**

The Quality Assurance Division of the Regional Office and the School Governance and Operations Division of the Schools Division Offices, shall regularly monitor the implementation of this Regional Order and give feedback during the quarterly Monitoring, Evaluation and Adjustment (MEA) of the Division and Regional Offices.

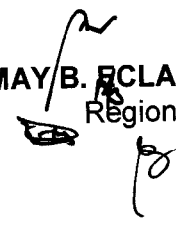
#### **VIII. EFFECTIVITY**

This policy shall take effect immediately upon approval. The Regional Office and all Schools Division Offices and their corresponding Human Resource Merit Promotion and Selection Board (HRMPSB), Performance Management Team (PMT), Personnel Development Committee (PDC), and Program for Awards and Incentives for Service Excellence (PRAISE) Committee, shall come up with their internal guidelines to implement this policy.

#### **IX. REFERENCES**

Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2018  
CSC MC 24, s. 2016  
Republic Act No. 10524  
Republic Act No. 7277

**APPROVED:**

  
**MAY B. RCLAR, Ph.D., CESO V**  
Regional Director