



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

February 28, 2022

DIVISION MEMORANDUM

No. 167, s. 2022

**ADOPTION OF THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE
IN THE RECRUITMENT, SELECTION AND PLACEMENT OF THE
DIVISION OF DIGOS CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Section/Unit Heads
Elementary and Secondary School Heads
Schools Division Office and Teaching and Non-Teaching Personnel

1. Pursuant to CSC Resolution No. 1601209 promulgated on 21 October 2016 entitled: *“Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators”* which provides for the adoption of the Equal Employment Opportunity Principle, the Division of Digos adheres to the Equal Employment Opportunity Principle (EEOP) advocated by the Civil Service Commission and guarantees that there shall be no discrimination in the recruitment, selection and placement of applicants on account of age, sex, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
2. The following specific actions shall be strictly observed before, during and after the recruitment, selection and placement process:
 - 1. PREGNANT WOMEN**
 - a. During the interview, they shall be given priority ahead of the other applicants.
 - b. They shall be treated alike: married, not married, or separated.
 - c. An on-call nurse shall be provided to them during the duration of the interview process.
 - d. They shall be assisted by the HR personnel at the guardhouse until she reaches the holding area.
 - 2. LACTATING MOTHER**
 - a. She should be accommodated in a lactation room so that she can feed her baby in private while waiting to be interviewed.
 - b. During the interview, they shall be given priority ahead of the other applicants together with pregnant women.
 - c. They shall be assisted by the HR personnel at the guardhouse until she reaches the holding area.



- d. An on-call nurse shall be provided to them during the duration of the interview process.

3. PERSONS WITH DISABILITY

- a. A standby wheelchair shall be available for use if arise needed during the interview process.
- b. The venue of the interview proper shall be conducted on the first floor provided with an access ramp.
- c. They shall be placed in a well-ventilated area complete with amenities while waiting for his/her turn to be interviewed.
- d. An on-call nurse shall be provided to them during the duration of the interview process.
- e. They shall be assisted by HR personnel at the guardhouse until they reach the holding area.
- f. Applicants with visual and hearing impairment shall be interviewed with the presence of SPED teachers assisting the members of the HRMPSB.

4. INDIGENOUS PEOPLES/MUSLIMS

- a. They shall be allowed to express themselves according to their customs and traditions, like wearing their native dress or garments during the interview.
- b. The venue of the interview shall be in a room without pictures, ornaments or decorations offensive to their customs and traditions.
- c. They shall be placed in a well-ventilated area complete with amenities while waiting for their turn to be interviewed.
- d. An on-call nurse shall be provided to them during the duration of the interview process.

5. LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER

- a. They shall be allowed to express themselves according to their feelings and orientations. Wearing appropriate and decent attire during the interview is expected.
- b. The venue of the interview shall be in the room without pictures, ornaments or decorations offensive to beliefs.
- c. They shall be placed in a well-ventilated area complete with amenities while waiting for their turn to be interviewed.
- d. An on-call nurse shall be provided to them during the duration of the interview process.

- 3. For immediate dissemination and strict compliance.



09/22/2022

CRISTY G. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-82378

DATE: MAR 23 2022 TIME: 11:17 AM

BY: 





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF Digos City

EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

GUIDELINES IN THE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE IN RECRUITMENT, SELECTION AND PLACEMENT (RSP)

I. RATIONALE

The Department of Education Division of Digos City upholds and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

This Equal Employment Opportunity Principle (EEOP) is the support of a healthy and productive workplace where everyone should feel supported and valued, to work productively, with respect and consideration.

This policy shall remove all barriers and discrimination in all personnel actions relative to the recruitment process and employment decisions to sustain an efficient and productive workforce whose diversity on account of age, sex sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or other characteristic protected by law are recognized and respected, subject to the agency's needs and requirements.

Equal employment opportunity is for every, but it mainly concerns members of underrepresented groups, who are traditionally disadvantaged in the workplace. The agency cannot guarantee employment or promotion for them, but the agency will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

II. COVERAGE/SCOPE

The Department of Education Division of Digos City Equal Employment Opportunity Principle (EEOP) will cover the Recruitment, Section and Placement (RSP) system. This will be applied to all teaching and non-teaching employees in this division, including those employees who are on a Casual and Job Order status.

III. GENERAL GUIDELINES/PROCEDURES

Subject to all existing policies of the Department of Education, the Recruitment, Selection and Placement (RSP) of teaching and non-teaching personnel shall be based on the set of competencies attributed to the positions.

There shall be no discrimination in the selection of employees, teaching and non-teaching, on account of age, sex sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or other characteristic protected by law, which runs to counter to the principles of merit and fitness for the job and equal employment opportunity.

1.) Publication of Vacancies

a.) DepEd Division of Digos City shall publish announcements of vacancies through CSC Portal, Division Office Website. Human Resource Section DepEd Digos City Division FB page and Posting in three Conspicuous Places, to have wide dissemination of job opportunities. The posting on social media is done to reach minorities, women and people with disabilities who do not have the mobility to go places where the vacancies are posted.



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b.) Publication should bear the statement " In compliance to the Equal Employment Opportunity Policy, interested and qualified applicants regardless of disability (PWD), age, civil status, religion, social status, income, class and political affiliation, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression, are all encouraged to apply."

c.) Job description shall specify the qualification standards such as Education, Training, Experience, Eligibility, and Competency (if applicable). All requirements must be job-related and not tailored to a particular individual.

2.) *Conduct of Behavioral Event Interview and Demonstration Teaching*

a.) During the interview, the panelist shall only ask questions related to the selection criteria. Interview questions shall be based on behavioral event interview questions and will not focus on their age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law, which run counter to the principles of merit and fitness for the job and equal employment opportunity.

b.) During the conduct of interview and demonstration teaching, a separate room shall be prepared intended for the breastfeeding mothers while they are still waiting for their turn. The Room will be labeled with "Breastfeeding Room ".

c.) Applicants, who will undergo interview and demonstration teaching, who are PWD or with a mobility disability, shall be provided with a wheelchair that would ferry them to the interview room. The room or venue or the interview should have a ramp and be on the ground floor of the building.

d.) Applicants belonging to ethnic minorities, are given the option to wear their tribal garments during the interview proper.

e.) For qualified applicants with disabilities, the person must be able to perform the essential functions of the position. Selection criteria for people with disabilities shall be valid if they are job-related and consistent with the job requirements. Inability to perform marginal functions is not a valid reason for disqualifying an applicant.

3.) *Administration of English Proficiency*

a.) EPT Registration Form shall ask for information on "needs special attention" such as lactating and pregnant women, and PWD, for them to be accommodated in a separate testing room that is accessible, and near the ramp and breastfeeding lactating room.

b.) The venue of the EPT shall be accessible to persons with mobility disorders, pregnant women, and other applicants that need special attention.

c.) During the conduct of the EPT, a separate room shall be intended for the breastfeeding mother which will be labeled with "Breastfeeding Room "

d.) If EPT is scheduled on Saturday, a special exam shall be conducted for the Seventh Day Adventist which is set at 6 O'clock in the evening, in a testing room that is accessible and well-lighted.

e.) Applicants who are PWD or with a mobility disability, shall be provided with a wheelchair that would ferry them to the testing room.

The room or venue of the interview should have a ramp and be located on the ground floor of the building.

f.) Applicants belonging to ethnic minorities are given the option to wear their tribal garments during the conduct of the examination.

4.) *Orientation of Registry of Qualified Applicants*

a.) The venue of the Orientation of the Registry of Qualified Applicants shall be accessible to persons with mobility disorders, pregnant women, and other applicants that need special attention.

b.) Applicants who are PWD or with a mobility disability, shall be provided with a wheelchair that would ferry them to the venue.



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The venue of the orientation should have a ramp and be located on the ground floor of the building.

c.) Applicants belonging to ethnic minorities are given the option to wear their tribal garments during the conduct of the orientation.

5.) **Onboarding**

a.) The onboarding for non-teaching will be done in the Division Office and for the teaching employees, onboarding will be done in their respective schools.

b.) All newly hired employees regardless of their age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law will have the opportunity to experience onboarding.


A Memorandum of Agreement (MOA) was forged between the Department of Education, Division of Digos City, represented by Cristy Epe, Schools Division


Superintendent and Local Government Units (LGU) of Digos City duly represented by the CDRRMO Chief Executive.


The MOA stated the identified LGUs shall provide wheelchairs, ambulances, PNP personnel and medical team, to be deployed during the conduct of interviews and demonstration teaching of teacher applicants in the identified elementary and secondary schools in their respective municipalities.

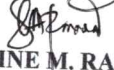
The guideline shall take effect upon the approval of the Schools Division Superintendent until revoked or amended by subsequent issuance.

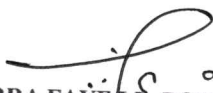
Recommending Approval:



02/24/2022
FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
RSP Chairperson

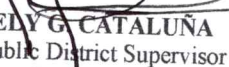

02/24/2022
CHERRY ROSSETTE E. OLIVA
Public District Supervisor
RSP Member



02/24/2022
FERNARENIRA T. ALDE
Public District Supervisor
RSP Member


02/24/2022
GERALDINE M. RANARA
Administrative Officer II
Secretariat


02/24/2022
MYHRRA FAYE L. BONTIA
Administrative Officer IV
RSP Co-chairperson


02/24/2022
ROMILYN P. NIEVES
Education Program Supervisor
RSP Member


02/24/2022
ELY G. CATALUÑA
Public District Supervisor
RSP Member


02/24/2022
RAMEL M. AYOP
Administrative Officer II
Secretariat

APPROVED:


02/22/2022
CRISTY C. EPE
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF Digos City

RESOLUTION OF HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD (HRMPSB) OF THE DIVISION OF Digos City ADOPTING THE EQUAL OPPORTUNITY PRINCIPLE (EEOP) IN RECRUITMENT, SELECTION AND PLACEMENT DULY PASSED ON March 15, 2022

ADOPTING THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

WHEREAS, THE Human Resource Management Personnel Selection Board of Division of Digos City requires the chairman and its members to treat all the applicants fairly regardless of age, sex sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or other characteristic protected by law; and

WHEREAS, the Equal Employment Opportunity Principle shall remove all barriers and discrimination in all personnel action relative to the recruitment process and employment decisions to sustain an efficient and productive workforce;


RESOLVED, that the Human Resource Management Personnel Selection Board of the Division of Digos City adopts the Equal Employment Opportunity Principle (EEOP) in the form of attached hereto as Exhibit A.

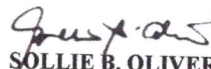
RESOLVED FURTHER, that the chairman and members of the Human Resource Management Personnel Selection Board are directed to take such further action as may be necessary to implement this Resolution; and

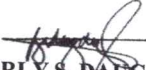
We, the undersigned, hereby certify that the Human Resource Management Personnel Selection Board is composed of one (1) chairperson, one (1) co-chairperson, and four (4) members were all present at the meeting duly and regularly called, noticed and held this 15th day of March, 2022 and that the foregoing Resolution was duly adopted at said meeting by the unanimous vote of all members.


Done this 15th day of March, 2022 at DepEd, Division Office, Digos City, Brgy. Zone II, Roxas Cor. Lopez Jaena St Digos City, Davao del Sur.


 03/15/2022
MHYRRA FAYE LI BONTIA
 Administrative Officer IV
 PSB-Member


 03/15/2022
FRANCIS JUDE ALCOMENDRAS
 Administrative Officer V
 PSB-Member


 03/15/2022
SOLLIE B. OLIVER
 Chief-EPS SGOD
 PSB-Member


 03/15/2022
BEVERLY S. DAUGDAUG
 Chief-EPS CID
 PSB-Member


 03/15/2022
BASILIO T. MANA-AY, JR.
 ASDS
 CHAIRPERSON


 03/15/2022
RAFAEL MEDIODIA, III
 President-Teachers Federation
 PSB-Member

APPROVED:


 03/15/2022
CRISTY C. EPE
 Schools Division Superintendent



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