



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

March 1, 2022

DIVISION MEMORANDUM

No. 190, s. 2022

TO: **CHIEF EDUCATION PROGRAM SUPERVISORS**
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS/PRINCIPALS
SECTION HEADS
ALL OTHER CONCERNED
This Division

FROM: **JONATHAN S. DELA PENA, PhD, CESO V**
Schools Division Superintendent

SUBJECT: **EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

In furtherance with the Civil Service Commission's (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) for CSC Agency Accreditation to Maturity Level II, Equal Employment Opportunity Principle (EEOP) was suggested to be crafted to attain the desired maturity level on the Program.

Relative thereto, this Office hereby informs the field on the adopted policy of Equal Employment Opportunity Principle which shall be observed in the four (4) areas of the PRIME-HRM; Recruitment, Selection and Placement (RSP), Performance Management (PM), Learning and Development (L & D) and Rewards and Recognition (R & R). Attached hereto is a copy of sample memorandum on hiring indicating the Equal Employment Opportunity Principle and the said adopted policy.

Wide dissemination and compliance are enjoined.

JONATHAN S. DELA PENA, PhD, CESO V
Schools Division Superintendent



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**A Policy Adopting and Implementing the
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE
In the Department of Education, Schools Division of Misamis Oriental**

I. RATIONALE

The Department of Education, Schools Division of Misamis Oriental, 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 recognizes that the success of any education system greatly relies on the competence of its teachers, administrators and staff. Furthermore, the role of public sector unionism has great impact in the elimination of discrimination against women and other vulnerable sectors in the society.

The policy is issued to ensure fair and equal employment opportunity for all applicants as well as employees. Through this, all employees are empowered to achieve their full potential through valuing diversity and equality of opportunity by supporting excellent performance through progressive development.

II. OBJECTIVES

In addition to the objectives of the Merit Selection Plan of the Department of Education, this Policy aims to:

- a. Establish a system that ensures the selection of employees for appointment to positions in the career and non-career service open to all qualified men and women based on the principles of merit, competence and fitness;
- b. Create equal opportunities for employment to all who are qualified and for career advancement in the DepED thereby eradicating discrimination on account of gender, civil status, disability, religion, ethnicity or political affiliation as it emphasizes fairness and equality to individuals who belong in the vulnerable sectors such as persons with disability, indigenous cultural communities/indigenous people (ICCs/IPs), senior citizens and women.



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III. SCOPE

Equal Employment Opportunity Principle is a policy adopted to ensure equal opportunity in employment and career advancement of all employees regardless of gender, civil status, disability, religion, ethnicity or political affiliation. The policy covers second and first level applicants and employees in this Division, in the teaching, teaching-related and nonteaching positions, and whether career or non-career.

IV. LEGAL BASIS

In formulating this policy, this Office made reference primarily with the approved DepED Merit Selection Plan and DepED issuances on hiring guidelines. This policy further finds support from the following statutes, thus:

- a. Republic Act No. 4670, June 18, 1966
“THE MAGNA CARTA FOR PUBLIC SCHOOL TEACHERS”

Declared is the policy to promote and improve the social and economic status of public school teachers, their living and working conditions, their terms of employment and career prospects in order that they may compare favorably with existing opportunities in other walks of life, attract and retain in the teaching profession more people with the proper qualifications, it being recognized that advance in education depends on the qualifications and ability of the teaching staff and that education is an essential factor in the economic growth of the nation as a productive investment of vital importance.

- b. Republic Act No. 9710, August 14, 2009
“THE MAGNA CARTA OF WOMEN”

The State recognizes that the economic, political and sociocultural realities affect women’s current condition, and, affirms the role of women in nation building and ensures the substantive equality of women and men.

- c. Republic Act No. 7192, February 12, 1992
“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 women and men. The State shall provide women rights and opportunities equal to that of men.

- d. Republic Act No. 6725, May 12, 1989
“AN ACT STRENGTHENING THE PROHIBITION ON DISCRIMINATION AGAINST WOMEN WITH RESPECT TO TERMS AND CONDITIONS OF EMPLOYMENT ”



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- e. Republic Act No. 7277, March 24, 1992
“MAGNA CARTA FOR DISABLED PERSONS”

It is a declared policy that the grant of the rights and privileges for disabled persons shall be guided by the principle, among others, that disabled persons are part of Philippine society, thus the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society. Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled persons. It shall develop their skills and potentials to enable them to compete favorably for favorable opportunities.

- f. Republic Act No. 10911, July 21, 2016
“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.

- g. Republic Act No. 8371, October 29, 1997
“THE INDIGENOUS PEOPLES RIGHTS ACT OF 1997”

The State shall guarantee that members of the ICCs/IPs regardless of sex, shall equally enjoy the full measure of human rights and freedoms without distinctions or discriminations and shall take measures, with the participation of the ICCs/IPs concerned, to protect their rights and guarantee respect for their cultural integrity, and to ensure that members of the ICCs/IPs benefit on an equal footing from the rights and opportunities which national laws and regulations grant to other members of the population.

- h. Republic Act No. 7041, June 5, 1991
“AN ACT REQUIRING REGULAR PUBLICATION OF EXISTING VACANT POSITIONS IN GOVERNMENT OFFICES, APPROPRIATING FUNDS THEREFORE, AND FOR TOHER PURPOSES”

Declared is the policy of the Government to promote 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.



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- i. Republic Act No. 8972, November 7, 2000
“AN ACT PROVIDING FOR BENEFITS AND PRIVILEGES TO SOLO PARENTS AND THEIR CHILDREN, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES”

It is the policy of the State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development. Towards this end, it shall develop a comprehensive program of services for solo parents and their children to be carried out by the Department of Social Welfare and Development (DSWD), the Department of Health (DOH), the Department of Education, Culture and Sports (DECS), the Department of Interior and Local Government (DILG), the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), the National Housing Authority (NHA), the Department of Labor and Employment (DOLE) and other related government and nongovernment agencies.

- j. Republic Act No. 9994, February 15, 2010
“EXPANDED SENIOR CITIZENS ACT OF 2010”

It is the declared policy of the State to promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living and improved quality of life. In the Declaration of Principles and State Policies in Article II, Sections 10 and 11, it is further declared that the State shall provide social justice in all phases of national development and that the State values the dignity of every human person and guarantees full respect for human rights.

- k. Republic Act No. 10533, May 15, 2013
“ENHANCED BASIC EDUCATION ACT OF 2013”

It is the declared policy that the State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people, the country and society-at-large. Likewise, it is hereby declared the policy of the State that every graduate of basic education shall be an empowered individual who has learned, through a program that is rooted on sound educational principles and geared towards excellence, the foundations for learning throughout life, the competence to engage in work and be productive, the ability to coexist in fruitful harmony with local and global communities, the capability to engage in autonomous, creative, and critical thinking, and the capacity and willingness to transform others and one's self.



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V. ACTS OF DISCRIMINATION

In consonance with the afore-cited legal references, the DepED, Schools Division of Misamis Oriental undertakes to guarantee all employees as well as qualified applicants not to suffer any form of discrimination on the basis of gender, 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.

For this purpose, the following acts are categorized as discriminatory:

- (a) Limiting, segregating or classifying a disabled/differently abled job applicant in such a manner that adversely affects his work opportunities;
- (b) Using qualification standards, employment tests or other selection criteria that screen out or tend to be job-related for the position in question and are consistent with business necessity;
- (c) Utilizing standards, criteria, or methods of administration that:
 - (1) have the effect of discrimination on the basis of disability;
 - (2) perpetuate the discrimination of others who are subject to common administrative control.
- (d) Providing less compensation, such as salary, wage or other forms of remuneration and fringe benefits, to a qualified disabled/differently abled employee, by reason of his disability, than the amount to which a non-disabled person performing the same work is entitled;
- (e) Favoring a non-disabled employee over a qualified disabled/differently abled employee with respect to promotion, training opportunities, study and scholarship grants, solely on account on the latter's disability;
- (f) Re-assigning or transferring a disabled/differently abled employee to a job or position he cannot perform by reason of his disability;
- (g) Dismissing or terminating the services of a disabled/differently abled employee by reason of his disability unless the employer can prove that he impairs the satisfactory performance of the work involved to the prejudice of the business entity: Provided, however, that the employer first sought to provide reasonable accommodations for disabled/differently abled persons;
- (h) Failing to select or administer in the most effective manner employment tests which accurately reflect the skills, aptitude or other factor of the disabled/differently abled applicant or employee that such tests purports to measure, rather than the impaired sensory, manual or speaking skills of such applicant or employee, if any; and



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- (i) Excluding disabled/differently abled persons from membership in labor unions or similar organizations.

Other discriminatory acts declared by any existing laws, rules and regulations which are not included herein, and/or such other acts as may hereafter be declared as discriminatory, are likewise adopted by this policy.

VI. EEOP STANDARDS

Pillar	EEOP Standards	Persons Responsible	Reference
Recruitment, Selection and Placement	<p>1. Posting and Announcement of Vacancies (All vacant items are open for all qualified applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.)</p> <p>2. Selection Committee (HRMPSB) Deliberation (Privileges for vulnerable sector are appropriately afforded to them, e.g. express lanes, and wheelchairs, hearing aids, braille etc. are provided to the differently abled applicants for equal participation)</p> <p>3. Human Resource Information System (Safeguard and maintain all confidential records of employees especially those belongs to vulnerable sectors)</p>	SDS HRMPSB Personnel Section HRTD (SGOD)	RA 6725 RA 7041 RA 7277 RA 8371 RA 9710 RA 10911 RA 10524 DO 7, s. 2015 DO 22, s. 2015 DO 3, s. 2016 DO 50, s. 2016



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	<p>4.Placement of employees (Assigning personnel appropriately where they can perform their functions specially those differently-abled personnel)</p> <p>5.Conduct an onboarding or induction program, orientation to all newly-hired/newly promoted employees</p>		
<p>Performance Management</p>	<p>1.Employees agreement on the objectives to be met and required competencies based on strategic priorities of the organization is made without discrimination and with due consideration to the the differently-abled personnel;</p> <p>2.Managers create an enabling environment for all employees to improve individual and team performance; and</p> <p>3.Employees' strengths and weaknesses were pointed out by the managers honestly and equally to all employees. The same with the discussion on accomplishments</p>	<p>SDS ASDS Chief ES Section Heads PMT</p>	<p>DO 2, s. 2015 CSC MC No. 6, s. 2012</p>



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	and corresponding rewards and incentives.		
Learning and Development	<p>1. Provide professional development programs for all employees including women, PWDs, ICCs/IPs;</p> <p>2. Fair selection on employees to participate in trainings and other professional development activities;</p> <p>3. Promoting personal development to vulnerable sector to enable them to realize their full potential;</p> <p>4. Disclosure/wide dissemination of trainings and other development activities to all employees giving them opportunity to participate if deemed appropriate; and</p> <p>5. HRTD plans focus on valuing staff and providing a working environment that acknowledges their contribution and builds capacity</p>	SDS ASDS Chief ES HRTD (SGOD) EPSVRs	RA 7192 RA 9710 DO 32, S. 2 011



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Rewards and Recognition	1. Adherence to the criteria for Screening and Rewards System to the equal opportunity for all employees; and 2. Nondiscriminatory criteria on rewards system	PRAISE Committee SDS ASDS Chief ES HRTD (SGOD)	DO 78, s. 2007 DO 9, s. 2002
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VII. GRIEVANCE AND COMPLAINT PROCEDURES

Aggrieved employees may file a grievance or complaint, as the case may be, following the existing procedures thereof, respectively.

VIII. EFFECTIVITY

This policy shall take effect immediately.



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January 10, 2022

DIVISION MEMORANDUM

No. OK s. 2022

**TO: ALL INTERESTED AND QUALIFIED APPLICANTS
This Division**

**FROM: JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent**

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER II (THIRTY ITEMS-30).

1. This Office announces the ranking of qualified applicants for Administrative Officer II.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as “Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions.”
3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Officer II SG-11 Item Nos.660188;660189;660190;660191;660192;660193;660194;660195;660196;660197;660198;660199;660200;660201;660202;660203;660204;660205;660206;660207;660208;660209;660210;660211;660212;660213;660214;660215;660216;660217;	Bachelor’s Degree relevant to the job	Not required	Not required	Career Service (Professional) Second Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before January 31, 2022 to the Schools Division Superintendent as follows.

- a. Application letter;
 - b. Accomplished Form 212 with 2"x2" picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel**/participate in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.
6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum.
7. Research and Innovation must be supported with manuscript, approval sheet, letter or certification. For innovation, additional certification and/or letter or any document as proof of fully implemented, adopted in the district or regional.
8. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the Office of the Assistant Schools Division Superintendent which shall be announced later.
9. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.
10. For the entire duration of the activity, all the applicants shall adhere DepEd Oder No. 29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others
11. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **NIMFA R. LAGO**
Assistant Schools Division Superintendent

Members : **INGRID C. HEBRON**
Administrative Officer V

MELANIE C. ESTENZO
HRMO

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

12. Immediate dissemination of this Memorandum to all concerned is enjoined.



JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

JSD/clr