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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent


07 JUN 2024
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DIVISION MEMORANDUM

No. 368, s.2024

POLICY GUIDELINES ON THE APPLICATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP) IN THE RECRUITMENT, SELECTION AND PLACEMENT IN THE SCHOOLS DIVISION OF LAOAG CITY

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schools Heads
Section/Unit Heads
Human Resource Merit, Promotion and Selection Board (HRMPSB)
All Others Concerned
1. Relative to DepEd Merit Selection Plan principles on merit, fitness, and equality, the Schools Division of Laoag City (SDOLC) strictly adheres to the Equal Employment Opportunity Principle (EEOP) espoused by the Civil Service Commission (CSC) and ensures that 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.
 2. Anent this, SDOLC hereby implements the attached approved **"EQUAL EMPLOYMENT OPPORTUNITY POLICY ON RECRUITMENT, SELECTION, AND PLACEMENT IN THE SCHOOLS DIVISION OF LAOAG CITY"** to provide equal opportunity to all applicants in any teaching, non-teaching, teaching-related, or school administrator positions, whether within or outside the Division.
 3. All concerned are advised to observe strict compliance with the policy guidelines hereto attached.
 4. Immediate and wide dissemination of this memorandum is required.


JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent



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**EQUAL EMPLOYMENT OPPORTUNITY POLICY ON RECRUITMENT,
SELECTION, AND PLACEMENT IN THE SCHOOLS DIVISION OF LAOAG CITY**

I. GENERAL POLICY

The equal protection clause enshrined under Section I, Article III of the 1987 Constitution which provides that no person shall be denied the equal protection of the law, establishes not only a constitutional safeguard against discriminatory practices existing in all aspects of employment in the Government service but more so a foundation for the implementation of policies to provide equality of opportunity and an environment that fosters respect and free from discrimination.

The Schools Division of Laoag City (SDOLC) recognizes this constitutional right and acknowledges the importance of every individual regardless of their differences. It ensures that everyone is given equal opportunity in all areas of human resource management and development regardless of color, sex, race, religion, gender, social class, political affiliation, physical disability, and other non-job-related groups and labels.

As an educational institution, SDOLC adopts and commits to implement all laws, policies, orders and other issuances on fairness and equal opportunity principle.

This Equal Employment Opportunity Policy is hereby established to promote equality and justice in the Recruitment, Selection and Placement (RSP) of employees in SDOLC.

II. SCOPE AND COVERAGE

This policy shall apply to all internal and external applicants, whether for new hire, transfer or promotion.

III. LEGAL BASES

This policy is governed by laws pertaining justice, equity, security and safety, such as but not limited to the following:

1. Universal Declaration of Human Rights;

2. The 1987 Philippine Constitution;
3. RA 9710, Magna Carta for Women;
4. RA 10524 amending RA 7277, Magna Carta for Persons with Disability;
5. RA 8371, Indigenous People's Right Act of 1997;
6. RA, 8972, Solo Parent Welfare Act;
7. RA 7877, Anti-Sexual Harassment Act of 1995;
8. RA 8187, Paternity Leave Act;
9. RA 11313, Safe Spaces Act
10. CSC Memorandum Circular No. 01, s. 2021, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Revised Guidelines on the Conferment of HR Recognition and Award;
11. DepEd Order No. 29, s. 2022, The DepEd Merit Selection Plan;
12. DepEd Order No. 007, s. 2023, Guidelines on Recruitment, Selection and Placement in the Department of Education; and
13. Other applicable laws and issuances.

IV. POLICY IMPLEMENTATION

Selection of employees for appointment in the Schools Division of Laoag City shall be anchored on the principles of merit, competence, fitness and equality. It shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation. Specific guidelines are as follows:

1. Publication and Posting of Vacancies

- a. On posting and publication of vacancies, SDOLC shall comply with the provisions of RA 7041 or the Publication Law, RA 7160 or the Local Government Code of 1991, and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended. All posting and publications shall adhere to Equal Opportunity Policy and a statement on this shall form part in the publication and posting of vacant positions;
- b. All job vacancy postings and job descriptions shall comply with the qualification standards set forth by the Civil Service Commission (CSC) or the Department of Education as the case may be, and shall not in any way discourage anyone regardless of their diverse backgrounds;
- c. Job vacancies which are published in the CSC website shall also be posted in the SDOLC Transparency board, DepEd Tayo Laoag City Facebook, and other conspicuous places, accessed by everybody.

2. Submission and Receipt of Applications:

- a. All interested applicants, shall submit the documentary requirements through the Records Unit, on or before the deadline indicated in the publication or office memorandum. Online submission via email may be allowed subject to the submission of hard copies upon request for purposes of verification.
- b. All applications whether from within or outside SDOLC shall be accepted.

3. Initial Evaluation of Applicants

- a. The Schools Division of Laoag City, through the Human Resource Management Officer (HRMO) shall conduct an initial evaluation on the qualifications of all applicants based on the minimum qualification standards set forth by the Civil Service Commission.
- b. The HRMO shall prepare an Initial Evaluation Report (IER) indicating the qualified and not qualified applicants. Those applicants who are initially found qualified shall undergo further assessment such as written examination and interview. A copy of the IER shall be posted in at least three conspicuous place.
- c. Applicants shall also be notified of the result of the initial evaluation.
- d. No applicant shall be disqualified on account of age, sex, gender, sexual orientation, ethnicity, religion, political affiliation, economic and social status, and physical disability.

4. Comparative Assessment of Applicants by the Human Resource Merit Promotion and Selection Board (HRMPSB)

- a. Prior to the conduct of written examination and/or Work Sample Test, all applicants shall be informed of their schedule and shall be advised to give prior notice if they have special needs.
- b. Applicants with special needs shall be given special consideration/assistance in the conduct of examinations and/or

5. Behavioral Events Interview

- a. Prior to the conduct of interview, all applicants shall be informed of their schedule and shall be advised to give prior notice if they have special needs.

- b. The interview shall be conducted at a place where the confidentiality of the proceedings shall be observed and shall be done in a manner which does not cause discomfort or uneasiness to the applicants.
- c. A special queuing scheme that prioritizes Persons with Disability (PWD), pregnant women, and other persons with special needs shall be established.
- d. The questions during the interview shall only be based on the qualifications of the position applied for and any question and/or inquiry on any ambiguous areas of the applicants' competencies and qualifications. Questions leading to discrimination in the principle of merit and fitness for the job is strictly prohibited.
- e. Accessories and auxiliary devices shall be afforded to applicants who are physically impaired whenever necessary and applicable.

6. Deliberation and Recommendation by the HRMPSB

- a. The HRMPSB Secretariat shall prepare and post in three conspicuous places, the Comparative Assessment Result (CAR)-Registry of Qualified Applicants (RQA) for Teacher I Positions in the Elementary, Junior High School (JHS) and Senior High School (SHS) which shall contain the overall ranking of the applicants based on:
 - i. Education;
 - ii. Training;
 - iii. Experience;
 - iv. PBET/LET/LEPT Rating
 - v. Outstanding Accomplishments;
 - vi. PPST COIs (Classroom Observation/Demonstration Teaching)
 - vii. PPST NCOIs (Teacher Reflection)
- b. For other positions other than Teacher I, the CAR shall contain the overall ranking the applicants based on:
 - i. Education;
 - ii. Training;
 - iii. Experience;
 - iv. Performance;
 - v. Outstanding Accomplishments;
 - vi. Application of Education;
 - vii. Application of Learning and Development; and
 - viii. Potential;

c. The HRMPSB shall deliberate en banc on the result of the assessment and shall submit the deliberation report containing the list of applicants recommended for appointment from which the Schools Division Superintendent as the appointing authority, shall choose the applicant to be appointed.

d. All applicants shall be notified of the outcome of their application.

7. Selection by the Appointing Authority

a. The Schools Division Superintendent shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select, insofar as practicable, from among the top five ranking applicants deemed most qualified for appointment.

b. A notice announcing the appointment of an employee shall be posted in the DepEd Tayo Laoag City Facebook page and Infoboard within 15 days after the issuance of the appointment.

V. RESPONSIBILITIES

1. Top Management

The top management is accountable for the management and implementation of this policy within their area of responsibility. It is also responsible in setting this policy in place, and implementing grievance procedures, and ensuring compliance by all. Any complaint regarding violation of this policy shall be treated with confidentiality and if substantiated, appropriate disciplinary action shall be implemented.

2. Employees in the First and Second Level:

All employees in the first and second level shall also be responsible in ensuring that discrimination, harassment, bullying, and abuse do not happen in the workplace. All employees shall also ensure that Equal Employment Opportunity in the Recruitment, Selection and Placement is also applied to all clients, partners, suppliers and any other people or organization that transacts with SDOLC. Any incident or suspected incident relative to this policy should be reported to their immediate supervisors immediately.

- VI. **SEPARABILITY CLAUSE.** In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.
- VII. **REPEALING CLAUSE.** All issuances inconsistent with this policy are be deemed superseded.
- VIII. **EFFECTIVITY.** This policy shall take effect immediately and shall remain in force and effect unless superseded by a subsequent office order.

Done this 3rd day of June 2024 at the Schools Division of Laoag City.


JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent