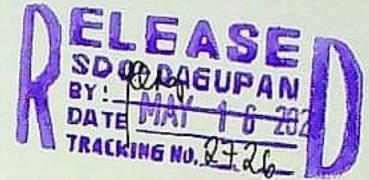




Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 169 s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Field Staff
 Teaching and Non-Teaching Personnel
 All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

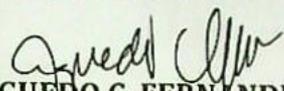
Date: 16 May 2022

Subject: GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY IN THE DEPARTMENT OF EDUCATION SDO DAGUPAN CITY

1. Pursuant to CSC Memorandum Circular 24, s. 2016 *entitled* Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) mandating the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource, the Schools Division Office Dagupan City (SDO Dagupan City) hereby issues the enclosed Guidelines on the Establishment and Implementation of Equal Opportunity Principle (EOP) Policy in SDO Dagupan City.
2. These guidelines are issued to ensure the adoption and integration of Equal Opportunity Principle (EOP) in the four (4) areas of human resource management, namely: Recruitment, Selection and Placement (RSP), Learning

and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R).

- 3. These guidelines shall take effect immediately upon its issuance.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent
AV AV

Reference:

Encl.:

To be indicated in the Perpetual Index
under the following subjects:

HRD

PRIME-HRM

EOP

mvr/ 03/09/2022



Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY IN THE DEPARTMENT OF EDUCATION SCHOOLS DIVISION OFFICE DAGUPAN CITY

I. GENERAL POLICY

The Department of Education Schools Division Office Dagupan City (SDO Dagupan City) stands firm on the platform of equality and fairness. SDO Dagupan City recognizes the diversity of all its personnel and ensures that each employee is given equal opportunity in all aspects of human resource management and development.

SDO Dagupan City commits itself to the strict implementation of all laws, policies, and issuances on fairness and equality. It shall continue to promote a working environment that respects the individual differences of its employees and integrates into its organizational practices the principles of justice and impartiality.

As an educational institution, SDO Dagupan City guarantees that all aspects of human resource management and development shall be implemented without any favor to sex, color, race, ethnicity, religion, gender, social class, political affiliation, physical disability, and other non-job-related groups and labels.

SDO Dagupan City recognizes the importance of equity to development; thus, it ensures that discrimination in any form has no place in all its functional divisions and offices. The democratic values of equality and justice shall be observed in all the four pillars of the human resource management (HRM) systems namely: (1) Recruitment, Selection, and Placement (RSP); (2) Learning and Development (L&D); (3) Performance Management (PM); and (4) Rewards & Recognition (R&R). This SDO Dagupan City Policy on Equal Opportunity Principle (EOP) is hereby established to serve as a guide and reference in implementing all human resource programs, projects, and activities in SDO Dagupan City.

II. SCOPE

These guidelines shall apply to all permanent and casual employees regardless of positions and employment categories including those in the marginalized, underprivileged, or vulnerable groups that require special needs or consideration.

III. LEGAL BASES

This policy on EOP is hereby promulgated in consideration of all laws pertaining to equality, justice, equity, security, and safety. The policy is in keeping with the following existing laws, rules and regulations:

1. 2017 Rules on Administrative Cases in the Civil Service;
2. Administrative Order No. 25, s. 2011, Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems;
3. CSC MC No. 07, s. 2007, Program on Awards and Incentives for Service Excellence (PRAISE);
4. CSC MC No. 10, s. 1989, Establishing the Personnel Development Committee (PDC);
5. CSC MC No. 2, s. 2001, Revised Policies on the Settlement of Grievances in the Public Sector;
6. CSC MC No. 24, s. 2017, 2017 Omnibus Rules on Appointment and Other Human Resource Actions;
7. CSC MC No. 28, s. 1990, Reiterating Certain Policies in the Conduct of Government Training and Development Program;
8. CSC MC No. 43, s. 1993, Streamlining and Deregulating Human Resource Development (HRD) Functions;
9. CSC MC No. 6, s. 2012, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS);
10. CSC MC No. 7, s. 2014, Encouraging Government Agencies to Hire Persons with Disabilities (PWDs);
11. DepEd Order No. 2, s. 2015, Guidelines on the Establishment and Implementation of the Results-based Performance Management in the Department of Education;
12. DepEd Order 32, s. 2017, Gender-Responsive Basic Education Policy;
13. DepEd Region 1 Office Memorandum No. 190, s. 2021, Guidelines on the Establishment and Implementation of Equal Opportunity Principle (EOP) Policy In The Department of Education Regional Office 1;
14. SDO Dagupan City Human Resource Development Program;
15. SDO Dagupan City Program on Award and Incentives for Service Excellence (PRAISE);

16. Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of additional Benefits for Both Civilian and Military and Uniformed Personnel;
17. Executive Order No. 292, s. 1998, Administrative Code of the Philippines;
18. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance - Based Incentive System for Government Employees;
19. Guidelines on the Availment of the Special Leave Benefits for Women under Republic Act No. 9710 (An Act Providing for the Magna Carta of Women) - CSC Resolution No. 1000432, dated Nov. 22, 2010;
20. Philippine Commission on Women (PCW) Memorandum Circular No. 48 s. 2013, Directing All Concerned Government Agencies to Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming;
21. Presidential Decree No. 966 July 20, 1976, Declaring Violations of the International Convention of the Elimination of All Forms of Racial Discrimination to be Criminal Offenses and Providing Penalties Thereof;
22. R.A. 9285, s. 2004, An Act to Institutionalize the Use of an Alternative Dispute Resolution System in the Philippines and to Establish the Office for Alternative Dispute Resolution, and for other Purposes;
23. RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability) to adopt the measures required for the elimination of such discrimination in all its forms and manifestations;
24. RA No. 10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties Thereof;
25. Republic Act (RA) No. 7192: Women in Development and Nation Building Act, RA No. 9710: Magna Carta of Women, and IRR;
26. Republic Act No, 83%: An Act To Recognize, Protect And Promote The Rights Of Indigenous Cultural Communities/ Indigenous Peoples, Creating A National Commission On Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Thereof, And For Other Purposes;
27. Republic Act No. 10028, An Act Expanding the Promotion of the Breastfeeding, amending for the purpose of Republic Act No. 7600, otherwise known as Government and Private Health Institutions with Rooming-in and for other purposes;
28. Republic Act No. 10524, An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose of Republic Act No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability;
29. Republic Act No. 6725, An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment, amending for the purpose of Article 135 of the Labor Code, as amended;

30. Republic Act No. 7041, An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Thereof and for other purposes;
31. Republic Act No. 7192, Women in Development and Nation Building Act;
32. Republic Act No. 7277, as amended: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes;
33. Republic Act No. 7877, Anti-Sexual Harassment Act of 1995;
34. Republic Act No. 8371, An to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds Thereof and for other purposes;
35. Republic Act No. 8972, The Solo Parents' Welfare Act of 2000: An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds Thereof and for other purposes;
36. Republic Act No. 8972: An Act Providing for Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Thereof and For Other Purposes; and
37. Republic Act No. 9262, Anti-Violence Against Women and Their Children Act of 2004.

IV. DEFINITION OF TERMS

- A. Equal Employment Opportunity (EEO). It refers to the non-discriminatory and non-bias treatment of all applicants/employees to a position/designation/assignment following the principle of equal opportunity to all regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.
- B. Inclusive workplace. A work environment in which all individuals are treated fairly and are provided with equal access to resources and opportunities regardless of their age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, disability, and other factors.
- C. Discrimination. It is any distinction, exclusion, or restriction made on the basis of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment, or availment of right and opportunities.

- D. Indirect Discrimination. It occurs when a policy or a requirement is imposed or proposed and someone with a particular attribute is unable to comply with the requirement and therefore, perceives unduly discriminated against.
- E. Specialized Group. It refers to groups which need special attention or consideration from the agency, such as but not limited to Pregnant Women, Solo Parents, Senior Citizens, Differently Abled Persons, and Indigenous Peoples.
- F. Person with Disability (PWD)/Person with Special Needs. Those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

V. POLICY IMPLEMENTATION

A. Recruitment, Selection and Placement

The goal of the EOP on Recruitment, Selection and Placement is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines.

The whole process shall strictly observe equal employment opportunity and fair treatment at all times. All applicants for job opportunities, irrespective of personal characteristics, shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular distinctions form part of the qualifications of the job itself. All recruitment processes shall not cause discrimination nor hinder any person from pursuing his or her application. All recruitment processes shall observe the Equal Employment Opportunity Principle (EEOP).

This shall be implemented as follows:

1. Publication and Posting of Vacancies

- a. SDO Dagupan City shall publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Offices), 2017 Omnibus Rules on Appointments and other Human Resource Actions, as amended, particularly Rule VII (Publication and Posting of Vacant Positions);
- b. Posting of vacancy shall also be done in at least three (3) conspicuous places of SDO Dagupan City. Further, vacancy shall also be required to be posted through other modes, such as but not limited to DepEd website and social media.

- c. SDO Dagupan City shall adhere to the EOP Policy and shall contain the following statement which shall form part of the Notice of Vacancy/Advertisement, "Department of Education School Division Office Dagupan City affords equal opportunities to all qualified applicants without regard to race, sex, age, disability status, color, gender identity or expression, sexual orientation and other characteristics protected by Law".
- d. The publication of vacancies, regardless of the mode, is intended to attract a diverse pool of applicants with the necessary qualifications and potential.
- e. All applications shall be accepted whether submitted in electronic or print, and whether walk-in or courier.
- f. The application period shall be within ten (10) calendar days commencing on the date of posting of vacancies.

2. Initial Assessment of Applicants

- a. The Schools Division Office of Dagupan City shall conduct preliminary evaluation of the qualifications of all applicants based on the qualification standards. The initial assessment shall not consider other factors outside the qualifications of the applicants.
- b. A selection lineup shall be prepared which shall reflect the qualifications of candidates.
- c. The list of qualified applicants shall be posted on three conspicuous places within the office premises for at least 15 calendar days indicating the date of posting.
- d. All applicants shall be notified in writing of the outcome of the preliminary evaluation vis-à-vis the qualification standards set for the position.

3. Written Examination

- a. During the preparation of any listing or database of applicants, the Schools Division of Dagupan City shall note if there are differently-abled or senior citizen applicants, so that proper assistance shall be provided.
- b. The conduct of examination as well as the interview questions shall ensure incorporation of the Gender Equity, Disability and Social Inclusion (GEDSI) principles and perspectives.

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4. Behavioral Event Interview

- a. All applicants must be properly informed of their interview schedule.
- b. The HRMPSB shall conduct the interview at a venue where confidentiality of the proceedings is considered in addition to other factors that shall not cause discomfort to the applicant/s.
- c. The HRMPSB shall observe appropriate use of language. Questions shall revolve around the qualifications of the position applied for, and inquiries by the applicant/s shall be entertained. Any question leading to discrimination shall be strictly prohibited.
- d. Whenever necessary, accessories and auxiliary aids/devices shall be afforded to applicants with vision and hearing difficulties/impairments.

5. Auxiliary Support

- a. Whenever necessary, the HRMPSB shall employ the technical assistance of SPED teachers in their evaluation of applicants who are differently-abled, persons with special needs, marginalized and vulnerable applicants.
- b. The HRMPSB shall also seek the technical assistance of trained and knowledgeable individuals in the evaluation of applicants who are considered marginalized and/or vulnerable persons.
- c. Appropriate devices, such as braille, peg boards, flashcards, puzzles, color and shape sorting, sewing machines, television, desktop, printers, etc., are available if needed in the assessment of the abovementioned applicants.
- d. Other auxiliary aids, such as ramps and comfort rooms for differently-abled persons, are also provided.

6. Selection by the Appointing Authority

- a. Selection shall be transparent and based on merit and fitness. The task shall be to find the right person for the position being filled using objective selection criteria set by the Civil Service Commission and in accordance with the relevant hiring and promotion guidelines as mentioned in the references.
- b. The issuance of appointment shall be in accordance with existing Civil Service rules and regulations.

- c. In case a differently-abled applicant is chosen for appointment, he/she shall undergo Pre-Employment Health Screening to determine necessary adjustments and considerations.

B. Learning and Development

The goal of the EOP on Learning and Development is to provide and support personal and professional growth of SDO Dagupan City employees with high regard for the provision of equal opportunities and for a development framework not affected by discriminatory factors, such as sex, color, race, ethnicity, religion, gender, social class, political affiliation, disability, and other non-job-related groups and labels.

Training, seminars, workshops, conferences, scholarships, and job-embedded learning shall involve a systematic process of competence/needs assessment, planning, designing, resource development, and the actual delivery of the programs.

This shall be implemented as follows:

1. Qualifications and Selection of Participants

SDO Dagupan City shall ensure that all employees have equal opportunity for their personal and professional growth in all Learning and Development Programs, Projects, and Activities (PPAs) such as Staff Development Program, Professional Development Programs, and other PPAs offered by the SDO Dagupan City.

2. Equity and Access to Learning and Development Interventions

- a. All invitations for scholarships, trainings, and other professional opportunities from external providers or sponsors (local and international) shall be properly disseminated by the Human Resource Learning & Development Committee (HRLDC) through office memo/orders/advisories, and to be posted through the SDO Dagupan City website and official social media platform/s.
- b. Professional development and advancement programs for personnel with special needs shall be implemented in accordance with EOP, and SDO Dagupan City shall provide necessary assistance in the personnel's attendance to these programs.

3. Selection of Learning Service Provider

The program owner/proponent shall ensure that Learning Service Providers are advocates of social inclusion and equal opportunity principle.

4. Safe Learning and Development Environment

- a. A safe, positive, comfortable, accessible, and conducive environment shall be considered and ensured by all L&D Program Owner/Proponents, to encourage strong collaboration among participants, trainers, and training team.
- b. There should be a provision of a *Lactating Room* for nursing mothers and a space for attendees who are needing medical attention.
- c. Any form of discrimination or bias shall **not** be allowed in the training venue. Activities shall be designed in accordance with this EOP policy.
- d. The availability of medical personnel and first aid kits in the training venue shall be guaranteed.

C. Performance Management

The goal of EOP on Performance Management is for all SDO Dagupan City personnel to be evaluated based on objective and non-discriminatory factors.

SDO Dagupan City recognizes that each employee has equal opportunities to actively engage in the workplace. Ergo, a well-designed performance management process helps the employees understand how their work contributes to the overall success of the organization. This connection makes sure employees know what is expected of them and helps them to be more focused on the most impactful activities that provide real value to the agency.

This shall be implemented as follows:

1. Performance Planning and Commitment Setting

- a. All employees shall be given equal opportunity to participate in the performance planning and commitment setting by allowing them to prepare and openly discuss their plans to their immediate superior.
- b. The individual work of all employees shall be linked to the organizational direction of SDO Dagupan City. It shall be ensured that that the expectations and standards of performance are fully job-related and are not discriminatory.
- c. It shall be guaranteed that employees who are scheduled to retire within the planned performance rating period shall have their targets calibrated to take into consideration the shorter period to achieve their outputs. These employees must be properly guided by their immediate superior and the top management.

- d. Female employees who are expected to give birth within the planned performance rating period shall have their targets calibrated to take into consideration their maternity leave. The performance targets shall be considerate of their state which would not be difficult or impossible for them to deliver or achieve or that would endanger their or their babies' safety and health.
- e. Persons with Disability (PWD)/Persons with Special Needs employees shall have their targets in accordance with the principles of justice and equity;
- f. Employees who will be on study or scholarship leave shall likewise have their targets adjusted or, if necessary, on account of the period covered by the study or scholarship, no longer targets;
- g. Employees shall not be required to perform or deliver any target that would cause them to violate their religious beliefs and practices;
- h. All such other planned, scheduled, or expected events that will occur in the planned performance rating period that will affect any one or more employees shall be taken into consideration during performance planning and commitment setting to ensure that no person is given targets that would prove difficult or impossible for him/ her to deliver or achieve;
- i. The supervisor shall ensure that the unit targets shall be adjusted, if permissible, to take into consideration all adjustments made to his/her direct reports and of his/her own targets.

2. Performance Monitoring and Coaching

- a. Coaching/feedback-giving shall be done without fear of harassment, coercion, reprisals, or discrimination.
- b. The Rater shall ensure that the coaching session/s conducted are geared towards improving performance and shall not take into consideration personal attributes such as age, sex, gender, sexual orientation, ethnicity, religion, political affiliation, economic and social status, and physical disability.

3. Performance Evaluation

- a. The performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF).

- b. A mid-year review is prescribed to determine the progress in achieving the objectives. In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual objectives shall be allowed during the mid-year review.
- c. The standard rating scale approved by the Department of Education and the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Raters shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.
- d. In accordance with DepEd No. 2, s. 2015, the RPMS shall put premium on Key Results Areas (KRAs) towards the realization of organizational vision, mission, strategic priorities and the Organizational Performance Indicator Framework (OPIF) log frame. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents, or any output as proof of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.
- e. All personnel shall be informed of the performance rating obtained in a specific performance rating period.
- f. Upon determining the overall rating for the actual accomplishments and results, the rater and the ratee shall reach an agreement by signing the OPCR and IPCRF. This shall be done in accordance with the principles of the Equal Opportunity Principle.
- g. The Office shall, as far as practicable, ensure equal representation to the performance management team regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors contrary to the EOP.

D. Rewards and Recognition

The goal of the Equal Opportunity Principle (EOP) on Rewards and Recognition (R&R) is to establish a system that adheres to the EOP. The R&R program shall encourage, recognize, and reward personnel who manifest superior accomplishments, innovative ideas, heroic deeds, exemplary behavior, genuine public service, and other personal efforts contributing to quality, efficiency, and timeliness in the improvement of government operations leading to organizational productivity.

The SDO Dagupan City's Program on Rewards and Incentives for Service Excellence (PRAISE) shall review each nomination for each category to determine its conformity to the tenets of equal treatment and non-discrimination.

This shall be implemented as follows:

1. Planning

- a. SDO Dagupan City shall enable personnel to achieve their objectives in the context of the organizational goals in a working environment that promotes, recognizes, and rewards those demonstrating exemplary performance.
- b. All R&R guidelines shall be collaboratively planned in accordance with this EOP policy and shall be presented to the SDO PRAISE in a general assembly before its finalization and implementation.
- c. The guidelines on R&R shall apply to all employees of SDO Dagupan City regardless of employment status and employment category in accordance with this EOP policy.
- d. The immediate superior shall nominate anyone both in the institutionalized and on-the-spot awards without fear of judgment and intimidation. In the same manner, each personnel have the opportunity to be nominated in adherence to existing policies and guidelines.
- e. The guidelines on nomination, screening, evaluation, and selection shall be non-discriminatory. The Screening Committee shall strictly follow the criteria set for PRAISE. All nominees shall have the equal opportunity to be selected.
- f. The guidelines must be properly disseminated to all regardless of age, sex and gender, political belief, position, marital status, among others in accordance with this EOP policy.

2. Execution

- a. Deliberations for the selection of awardee(s) shall observe EOP such that no nominee shall be removed or disqualified due to discrimination. For this purpose, the provisions on deliberations of nominees shall apply.
- b. The screening committee shall conduct background investigation or validation on the nominees with strict observance of fairness and impartiality.

- c. No member of the screening committee or validating team shall knowingly or intentionally demonstrate bias, prejudice, or discrimination towards any nominee. Any violation of this provision by any member of the PRAISE Committee shall be dealt accordingly with due process.
- d. SDO Dagupan City shall not allow any act of discrimination in all phases of the R&R process.
- e. The members of the PRAISE Committee shall take an oath of secrecy to ensure that they faithfully adhere to the EOP guidelines. All functional divisions and offices in the SDO Dagupan City shall implement these EOP guidelines.

VI. DISSEMINATION AND IMPLEMENTATION

The SDO Dagupan City shall be responsible for the dissemination of these guidelines. All functional divisions (OSDS, CID, and SGOD), offices, learning centers, and schools in the SDO Dagupan City shall strictly implement these EOP guidelines.

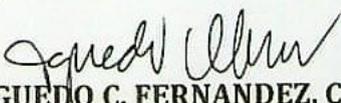
VII. EFFECTIVITY

This SDO Dagupan City Equal Opportunity Principle (EOP) Policy shall take effect immediately upon signing.

VIII. COMMITMENT

The Department of Education Schools Division Office Dagupan City commits to implement the EOP policy in the four (4) core systems of human resource management, namely: Recruitment Selection and Placement, Learning and Development, Performance Management, and Rewards and Recognition to attain the objectives set forth through the collaboration and support of the entire workforce.

APPROVED:


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Date of Signing: