

Regional Management Order
No. 006
Series of 2022

SUBJECT: Guidelines for the Implementation of Equal Opportunity Principle (EOP) and Equal Employment Opportunity Principle (EEOP) in Human Resource Management (HRM) Systems

I. BASIS

The Department of Social Welfare and Development Field Office National Capital Region (DSWD FO NCR) recognizes the importance of equality and diversity among all pillars and elements of human resource management systems.

CSC Memorandum Circular 24, s. 2016, which provides for the guidelines on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) requires the institutionalization in all areas of human resource, particularly its core systems on the Equal Employment Opportunity Principle (EEOP) Recruitment, Selection and Placement (RSP) and Equal Opportunity Principle (EOP) Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R), DSWD FO NCR herein establishes the said guidelines.

The objective of this policy is to remove all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce on account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation are recognized and respected, subject to the agency needs and requirements.

II. SCOPE

All officials and employees of DSWD FO NCR shall observe this policy on the institutionalization of EOP and EEOP in the following four (4) core systems of Human Resource Management (HRM) namely:

1. Recruitment, Selection and Placement (RSP)
2. Learning and Development (L&D)
3. Performance Management (PM)
4. Rewards and Recognition (R&R)

III. POLICY STATEMENT

DSWD FO NCR acknowledges the right of all officials and employees to be treated equally and commits to provide consistent, merit-based employment practices that follow the EOP and EEOP. Further, the agency encourages all officials and employees to achieve their full potential.

IV. LEGAL BASES

1. **CSC Memorandum Circular No. 30, s. 2014**
"Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector dated December 22, 2014";
2. **CSC Memorandum Circular No. 24, s. 2016**
"Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators";
3. **Republic Act No. 10911, July 21, 2016**
"An Act Prohibiting Discrimination Against and Individual in Employment on Account of Age and Providing Penalties therefor";
4. **Presidential Decree 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 therefor";
5. **Republic Act No. 6725, May 12, 1989**
"An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment";
6. **Republic Act No. 7877, Anti-Sexual Harassment Act of 1995**
"An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes";
7. **Republic Act No. 7192, July 21, 1991**
"Women in Development and Nation Building Act";
8. **Republic Act No. 9262, March 8, 2004**
"Anti-Violence Against Women and Their Children Act of 2004";
9. **CSC 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";
10. **1987 Philippine Constitution (Article II Section 14)**
"The State recognizes the role of women in nation building and shall promote the fundamental equality before the law of women and men";
11. **Republic Act No. 8972, November 7, 2000**
"The Solo Parents' Welfare Act of 2000", An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds therefor and for other purposes;
12. **Republic Act No. 8371, October 29, 1997**
"An Act to Recognize, Protect and Promote the Rights of Indigenous

GERTIFIED TRUE COPY

LANNIE C. DE GUZMAN
DEC 28 2022

Peoples, Creating a National Commission, Appropriating Funds thereof and for other purposes”;

13. Republic Act No. 7041, June 5, 1991

“An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes”;

14. CSC Memorandum Circular No. 2, s. 2001

“Revised Policies on the Settlement of Grievances in the Public Sector”;

15. CSC Memorandum Circular No. 07, s. 2007

“Program on Awards and Incentives for Service Excellence”;

16. CSC Memorandum Circular No. 7, s. 2014

“Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277”;

17. CSC Memorandum Circular No. 10, s. 1989

“Establishing the Personnel Development Committee (PDC)”;

18. CSC Memorandum Circular No. 6, s. 2012

“Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)”;

19. CSC Memorandum Circular No. 28, s. 1990

“Reiterating Certain Policies in the Conduct of Government Training and Development Program”;

20. Republic Act No. 10028, March 16, 2010

“An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act No. 7600”;

21. CSC Memorandum Circular No. 43, s. 1993

“Streamlining and Deregulating Human Resource Development Function”;

22. CSC Memorandum Circular No. 14, s. 2018

“2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018”

V. GUIDELINES

1. Recruitment, Selection and Placement (RSP)

Subject to all existing policies of DSWD, the recruitment, selection and placement of personnel shall be based on the merit and fitness, qualification and competency to perform the duties and responsibilities of the position. No discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal

CERTIFIED TRUE COPY
LANNIE C. DE GUZMAN
DEC 28 2022

circumstances which run counter to the principles of equal employment opportunity.

a) Publication of Vacancies

1. Subject to all existing policies of DSWD FO NCR, the agency shall not print or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or decline any employment application because of an individual's age, sexual orientation, gender identity, civil status, disability, religion, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of the equal employment opportunity principle.
2. Subject to all existing policies of DSWD FO NCR, all vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

b) Assessment and Examination

1. DSWD FO NCR will base its assessment on the policy of equal employment opportunity.
2. In the preparation of any listing of applicants, the HRMDD will note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided.

c) Human Resource Merit Promotion and Selection Board (HRMPSB) Panel Interview

1. All applicants must be properly informed of their interview schedule.
2. The panelist must only ask questions related to the selection criteria. Questions shall not pertain to age, sex, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principle of equal employment opportunity.

d) Monitoring Mechanism

1. DSWD FO NCR shall ensure that the process shall be

CERTIFIED TRUE COPY
Lanny
LANNIE C. DE GUZMAN
DEC 28 2022

harmonized with the agency's EEOP.

2. The HRMDD shall maintain records of the total number of applicants, including data on classification of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances.
3. In the event that the HRMDD encounters applicants included in the specialized groups, such shall be recorded and proper assistance shall be provided to them.

2. Learning and Development

- a. DSWD FO NCR Learning and Development Section shall align competency programs to the agency's vision, mission and mandate.
- b. They shall proactively lead in the implementation of the Learning and Development plan and its management system; and
- c. Further the section shall lead the way and promote effective adult learning methodologies such as, just-in-time, just-the-right amount of information and other capability building approaches.

3. Performance Management

- a. The EOP shall be imposed in the implementation of performance management strategies and tools such as the Individual Performance Contract (IPC), Individual Performance Contract Review (IPCR) and other forms included the AO 23 Series of 2019 or the DSWD Strategic Performance Management System..
- b. The distribution of tasks/assignments of personnel should be discussed by the supervisor and subordinates so that there will be consensus and agreements on commitments/targets of the office/division.
- c. Assignments/tasks should consider the needs of personnel belonging to specialized groups or those who are recuperating from life-threatening illnesses, undergoing chemotherapy or radiation, dialysis and the like.
- d. Assignments that would require mobility such as travel to provinces and regions, electric cooperatives and/or representation to inter-agency activities held outside the workplace should be agreed upon by all the personnel in the office/division/unit.
- e. Work areas that will ensure the safety and easy access of personnel who have physical limitations or health-related conditions must be

CERTIFIED TRUE COPY
LANNIE C. DE GUZMAN

DEC 28 2022

provided.

- f. Pregnant officials/employees should be given due consideration on assignments/tasks to ensure their safety as well as that of their unborn child.
- g. All employees belonging to the Indigenous People's group should be given targets and activities which are compliant with their cultural beliefs and practices.
- h. The standard rating scale approved by the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Supervisors shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.

4. Rewards and Recognition

1. Subject to all existing policies of DSWD, the rewards and recognition of staff shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.
2. Equal opportunities shall be given to all employees and those belonging to specialized groups. The agency shall ensure that they should not be left behind because of their limitations and restrictions.
3. The PRAISE Committee shall ensure that the nomination and deliberation of CSC Honor Awards Program and other recognitions shall be in accordance with the EOP.

The following shall also apply in each step/process:

a. Call for Nomination

All DSWD staff are encouraged to vie for the awards, and DSWD-NCR supports diversity and inclusivity in the workplace as it applies to all officials and employees of the DSWD-NCR. The DSWD-NCR adopts the Equal Opportunity Principle (EOP) wherein qualified personnel regardless of employment status, age, sexual orientation, gender identity, civil status, disability, religion, ethnicity and indigenous cultural affiliation are eligible to be nominated in any of the existing awards and incentives that may be conferred to individuals and groups.

CERTIFIED TRUE COPY
Lannie C. De Guzman
LANNIE C. DE GUZMAN
DEC 28 2022

b. Validation

1. All nominees are properly informed of their interview schedule and advised to prepare their means of verification.
2. The Regional PRAISE Committee ask criteria-related questions to all nominees, and does not pertain to age, sex, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances.

c. Deliberation

1. The Regional PRAISE Committee shall take into consideration the overall scores of all the nominees in relation to the assessment criteria during the deliberation. Nominee who has the highest score shall be considered as the awardee.
2. For Special Awards, these awards are conferred upon group of individuals and/or or groups, regardless of employment status, who have displayed extraordinary efforts and service, demonstrated the agency's core values – Maagap at Mapagkalingang Serbisyo, Serbisyong Walang Puwang sa Katiwalian and Patas na Pagtrato sa Komunidad – and serves as a living testimony of the DSWD Brand of "DSWD May Malasakit."

VI. OBLIGATION AND RESPONSIBILITIES

1. DSWD FO NCR's Role

- a. It shall be responsible in making reasonable steps to prevent discrimination, harassment, sexual harassment, abuses and backbiting from occurring in the workplace.
- b. It shall be responsible in setting this policy in place, educating personnel about inappropriate behavior, implementing grievance procedures and ensuring compliance by all work units.
- c. Complaints of any employee regarding any of the illicit behaviors and acts set out in this policy will be taken seriously. All complaints will be dealt with in a sensitive and confidential manner. Each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

CERTIFIED TRUE COPY

Lanny
LANNIE C. DE GUZMAN

DEC 28 2022

2. Employee's Role

- a. Employees are responsible in ensuring that they don't discriminate, harass, bully, abuse and backbite other employees in the workplace. Employees shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf.
- b. Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.
- c. All employees should ensure that Equal Employment Opportunity is also applied to clients, partners, suppliers and any other people or organization.
- d. Employees must report any incidents or suspected incidents to their immediate supervisors.

3. Supervisor's Role

- a. Supervisors shall have an important role in the prevention of inappropriate workplace behavior. They must ensure that they do not discriminate against, harass, bully, abuse or backbite employees or any other people.
- b. Supervisors shall ensure that all subordinates understand and implement this policy and ensure that an appropriate work culture is maintained.

VII. OTHER IMPORTANT AGENCY INVOLVEMENT IN EOP

1. Profiling of participants shall be done prior to the conduct of the training to confirm their availability and assess their readiness and requirements for the training.
2. The training secretariat shall note if there are participants who are included in the specialized groups (i.e. solo parent, indigenous people, PWD or pregnant women etc.) so that their needs will be properly addressed.
3. Training modules/topics, learning materials and language shall be sensitive to the needs/physical well-being of specialized groups.
4. Venues for training should be in a location where facilities for people with special needs are available.
5. Food provisions should consider the participant's religion or health conditions.
6. The training secretariat shall attend at all times the needs of the specialized groups during the activity.

IX. 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.

X. REPEALING CLAUSE

All issuances inconsistent with these guidelines shall be deemed superseded.

XI. EFFECTIVITY

This order shall take effect upon approval.


MONINA JOSEFINA H. ROMUALDEZ

Regional Director

Date: DEC 27, 2022

CERTIFIED TRUE COPY


LANNIE C. DE GUZMAN

REC'D SECTION
DEC 27 2022