



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 10, 2021

DIVISION MEMORANDUM

No. 247, s. 2021

**POLICY GUIDELINES ON THE APPLICATION OF THE EQUAL OPPORTUNITY PRINCIPLE (EOP)
IN THE PERFORMANCE MANAGEMENT SYSTEM OF DEPED SCHOOLS DIVISION OF
NORTHERN SAMAR**

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit/Section Heads
Elementary and Secondary School Principals
All Others Concerned

1. This Office, through the Performance Management Team (PMT), issues this Policy Guidelines on the Application of the Equal Opportunity (EOP) in the Performance Management System of DepEd Schools Division of Northern Samar to ensure that all employees regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are given equal opportunity to continuance of employment, perform and be rewarded for their efforts and career advancement.
2. This policy shall guide the PMT of the Division Office and the schools in all of their activities, processes, resolutions or decisions regarding performance target setting, monitoring, evaluation, and development planning.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


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Enclosure to Office Order No. 241, s. 2021

APPLICATION OF THE EQUAL OPPORTUNITY PRINCIPLE (EOP) IN THE PERFORMANCE MANAGEMENT SYSTEM OF DEPED SCHOOLS DIVISION OF NORTHERN SAMAR

I. RATIONALE

Pursuant to Section 3, Article XIII, 1987 Philippine Constitution, the State shall promote full employment and quality of employment opportunities for all. Relative to this, the Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 14, series of 2018, re: 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018, which explicitly states 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.

In compliance with this mandate, Schools Division of Northern Samar has issued this policy guidelines to apply the equal opportunity principle (EOP) to all employees of the Schools Division Office specifically on the system of performance management to ensure that all employees regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are given equal opportunity to continuance of employment, perform and be rewarded for their efforts and career advancement.

II. SCOPE

This policy stipulates the application of the equal opportunity principle particularly on managing performance of employees irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

III. POLICY STATEMENT

These policy guidelines have been established to ensure compliance with the requirements of the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and to ensure conformity to standards towards achieving a high level of excellence in the management of human resources within the Schools Division Office of Northern Samar. This provides guidelines for the establishment of appropriate practices and procedures to ensure that all processes in performance management do not discriminate any one for reasons of disability and that opportunities offered shall be the same for all employees.

IV. PURPOSE

The objective of this policy is to establish a mechanism to promote equal opportunity for all in the performance management system and practices regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

V. POLICY GUIDELINES

All activities, processes, resolutions or decisions regarding performance standards, evaluation, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

A. On Performance Planning and Commitment

1. All employees shall be properly oriented on the Results-Based Performance Management System of DepEd.
2. Performance targets shall be set for general employees without discrimination.
3. As part of the orientation, persons with disability in particular shall be required to answer a questionnaire on their perceived disabilities. Any obvious or revealed disability by the appointee shall be considered by management in assigning their functions.
4. Personnel with physical impairment or differently-abled shall be rated for their performance in the present assigned job. This should be agreed upon during target setting. Their limitations should not be taken against them.
5. Employees shall be evaluated on the basis of job qualification and merits pursuant to existing rules, regulations, and guidelines.
6. Any employee who is with physical impairment or differently abled as well as those who has acquired a disability which hampers him/her to perform his/her present functions shall be assigned by management to functions which he/she can do despite of the disability.

B. On Performance Monitoring and Coaching

1. Performance of all employees shall be monitored based on the targets set in the Individual Performance and Commitment Review Form (IPCR) taking into consideration the capacities of persons with disability.
2. Employees shall be coached by its respective Head of Office/Chief/Unit or Section Heads based on the set targets and outputs.
3. Interventions such as training and scholarship programs shall be afforded when available to employees' competence in performing their jobs or tasks.
4. Self-solicited scholarships and training grants may be allowed on highly meritorious cases as may be determined by the agency head.
5. Persons with disability's performance shall be assessed and appropriate intervention/s shall be applied to improve performance.
6. Regardless of conditions, employees shall be provided with feedback from the rater to discuss the accomplishments or non-accomplishments for appropriate rewards or interventions.

C. On Performance Review and Evaluation

1. Individual employee's performance level based on set performance targets and measures shall be reviewed.
2. The rater and the ratee shall discuss and agree on the actual accomplishments and results based on the performance commitments and measures made at the beginning of the rating period. They shall evaluate each objective whether it has been achieved or not.
3. 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.
4. The rater shall discuss with the ratee the set competencies observed during the performance cycle. The competencies shall not be reflected in the final rating.

D. On Rewards and Recognition

1. Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
2. Every employee shall be rewarded according to his/her contribution to the attainment of the organization's goals and objectives or based from individual's performance, capability, and potential.
3. Rewards and recognition awarded shall be used as basis in earning points for merit and promotion.

VI. MONITORING AND EVALUATION

The School Management Monitoring and Evaluation (SMM&E) shall monitor and evaluate the implementation regularly during the Quarterly Division Monitoring, Evaluation, and Adjustment (DMEA).

VII. EFFECTIVITY

This policy shall take effect immediately upon its approval by the Head of Office. Other entities such as the Human Resource Merit Promotion and Selection Board (HRMPSB), and Programs and Awards and Incentives for Service Excellence (PRAISE) Committee shall also adopt its own policy relative to Human Resource Development with integration of the Equal Opportunity Principle (EOP).

VIII. REFERENCES

The following legal documents serve as references in the issuance of this policy:

- a. Civil Service Commission Memorandum Circular No. 06, s. 2012: Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)
- b. DepEd Order No. 2, s. 2015: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Educations
- c. Republic Act No. 7277: An Act Providing for the Rehabilitation, Self-Development and Self-reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes
- d. Republic Act No. 10524: An Act Expanding the Positions Reserved for Persons with Disability, Amending for the Purpose Republic Act No. 7277, as Amended, otherwise known as the Magna Carta for Persons with Disability
- e. Regional Order No. 008, s. 2018: Policy Guidelines on the Incorporation of Equal Opportunity Principle (EOP) to the Human Resource Management System (HRMS) of DepEd CAR

Prepared by the Performance Management Team


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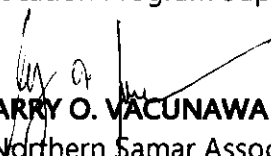
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