Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF IMUS CITY
Toclong I-C, City of Imus

EQUAL OPPORTUNITY PRINCIPLE IN THE LEARNING AND DEVELOPMENT SYSTEM

I. INTRODUCTION

Every human being has the right to work and education regardless of race, sex, age, nationality, ethnicity, language, religion, status or any other categories according to ordinances, orders and policies. One aspect of the person's right is to give him/her the opportunity to participate in any learning and development interventions. Any professional development that will enhance the employee's knowledge, skills and attitude shall be in consonance with the existing policies and guidelines of equal opportunity principle.

In support of the Civil Service Commission PRIME-HRM, the Schools Division Office of Imus City has established a policy on equal opportunity principle in the Learning and Development System. This policy upholds and recognizes the importance of equality and diversity in the human resource particularly in the learning and development.

The SDOIC ensures that all its employees both from local and national items have equal access to all the learning and development interventions. All existing guidelines, policies and related orders on Equal Opportunity Principle shall be integrated in this policy.

II. RATIONALE

The Schools Division Office of Imus City in its application towards PRIME-HRM certification adheres to all the existing guidelines and laws on equal opportunity principle in all areas of human resources specifically the learning and development system and scholarship program . It respects, values and recognizes all its employees and clients regardless of their race, sex, age, nationality, ethnicity, language, religion, status or any other categories. It highly promotes equality, and principle of non-discrimination of its employees towards professional enhancement and development.

More so, the SDOIC is gearing towards the institutionalization of the Learning and Development Policy guided by all the laws and guidelines of Equal Opportunity Principle.

III. PURPOSE

This policy aims to provide guidelines in the implementation of Equal Opportunity Principle in the Learning and Development System including the Scholarship Program.

IV. SCOPE AND COVERAGE

This policy shall apply to all and it is intended to benefit the following:

1. Teaching Personnel of the schools Division Office of Imus City;
2. Non-teaching Personnel of the Schools Division Office of Imus City; and
3. Employees on a permanent, job order and casual status

V. STANDARDS

This chapter deals with the legal bases on equal opportunity principles of the learning and development interventions, the sub systems of the L&D and all the guidelines deemed necessary from the pre-delivery, delivery and post-delivery of the program.

This L&D Policy is guided by the following legal bases:

DepEd Order No. 21, s. 2018 – Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in School and Learning Centers

DepEd Order No. 32, s. 2017 – Gender-Responsive Basic Education Policy

DepEd Order No. 51 s. 2014 - Guidelines on the Conduct of Activities and Use of Materials Involving Aspects of Indigenous Peoples Culture

DepEd Order No. 32, s. 2011 – Policies and Guidelines on Training and Development (T&D) Programs and Activities

RA 7277 An Act Providing for the Rehabilitation, Self-Development, Self-Reliance or Disabled Persons and their Integration into the Mainstream of Society, (Equal Opportunity Principles (EOP). Section 5 (Equal Opportunity for Employment). No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to same terms and conditions of employment and same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able bodied person. At least one percent

(1%) of all positions in all government agencies, offices, or corporations shall be reserved for PWD.

RA 8371. The Indigenous Peoples' Rights Act of 1997
Rule V, Section 4 (Right to Employment). Some provisions:
Be free from any form of discrimination, with respect to recruitment and conditions of employment. Be free from any coercive recruitment system, including bonded labor and other forms of debt servitude. Enjoy equal opportunities for admission to employment, both skilled and unskilled. Right to affirmative action with regards to employment in government and private undertakings by setting up mechanisms for the recruitment and hiring of IPs in proportion to their population in their areas of operation providing equal access to employment opportunities.

EOP MC 08, s. 1999
Equal Opportunity Principle Compliant. L & D System should adhere to the principle of non-discrimination which stresses that all education personnel, regardless of age, sex, religion, ethnic origin, position, and physical abilities have equal access to learning and development opportunities. For operation purposes, at least one L & D program must have been attended by each education personnel in a year.

RA No. 10911 – An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties therefor

Presidential Decree No. 966, s. 1976 – Declaring Violations of the International Convention of the Elimination of All Forms of racial Discrimination to be Criminal Offenses and Providing Penalties Therefor

RA No. 8972 – An Act providing for Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and for other Purposes

RA 9262 – Anti-Violence Against Women and Their Children Act of 2004

RA 6725 – An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment, Amending for the Purpose Article One Hundred Thirty-Five of the labor Code, As Amended

RA 7192 – An Act Promoting the Integration of Women as Full and Equal Partners of Men in Development and Nation Building and For Other Purposes

CSC MC No. 8, s. 1999 – Policy on Equal Representation of Women and Men in the Third Level Positions in Government

CSC MC No. 24, s. 2016 – Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators

CSC MC 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

CSC MC No. 07, s. 2014 – Encouraging Government Agencies to hire PWDs pursuant to RA No. 7277, as amended

CSC MC No. 28, s. 1990 – Reiterating Certain Policies in the Conduct of Government Training and Development Program

VI. DEFINITION OF TERMS

For a clear and common understanding, the following terms are hereby defined:

Competency standards. Refer to a set of knowledge, skills and attitude required to carry out successfully assigned roles, functions and responsibilities for a given position in the organization (DO 21, s. 2018).

Discrimination. Bias or unjust treatment of different categories of people.

Diversity. Diversity in the workplace refers to employees from different walks of life, including but not limited to religious and political beliefs, characteristics, background, preferences, status, and education.

Equal Opportunity Principle. In its sense in the learning and development system, EOP is a non-discriminatory treatment of all employees regardless of their race, sex, age, nationality, ethnicity, language, religion, status or any other categories by giving them opportunities for professional advancement.

Human Resource Development. It is a range of activities that cover continuing professional development, organization and career development aimed at improving individual and organizational productivity. It is a long term process that includes regular opportunities and experiences planned systematically to promote growth and development in the profession (DO 21, s. 2018).

Learning and Development System. It refers to the processes and mechanisms through which professional development, activities and programs shall be developed, managed, quality assured, monitored and evaluated. It consists of the five sub-systems, i.e. LDNA, LDP, PDRPD, LDD and QATAME.

Non-Teaching Personnel. They are employees who are not actually involved in classroom teaching but indirectly and indispensably assisting in the delivery of the service to educational constituencies and clientele (IRR of RA 9155).

Professional Development. Improving one's knowledge, competencies and skills through formal and informal learning.

Teaching Personnel. They are the persons engaged in teaching in the elementary and secondary levels whether on full time or part time basis (DO 21, s. 2018).

VII. GUIDELINES ON EQUAL OPPORTUNITY PRINCIPLES (EOP)

A. POLICY STATEMENT

It is the policy of the Schools Division Office of Imus City that all employees shall have equal opportunity in all areas of the human resources specifically the learning and development system. They shall have equal access to all the interventions provided by the department of education including the scholarship program from both the internal and external providers. All interventions such as the job-embedded learning, relationship and discussion-based learning and formal knowledge and skill transfer shall be made available to all teaching and non-teaching personnel.

B. LEARNING AND DEVELOPMENT

1. Learning and Development is a process and mechanism for building competencies and developing potentials of staff, leaders and teams to ensure that the organization has the competent and engaged workforce it needs.

2. It provides systematic and comprehensive support system for both teaching and non-teaching personnel. This policy is anchored in the standard set by the National Educators Academy of the Philippines (NEAP) and it is designed in accordance with the standards provided in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) systems of the Civil Service

Commission (CSC). Generally, it intends to address the identified needs/gaps of the target group to improve their knowledge, skill, attitude and values (KSAVs). Also, the learning and development intervention is intended to cascade downloadable trainings from Central, Regional and Division to school level.

3. It is a subset of human resource management and development. It aims to improve the performance of individuals and groups. It is interfacing across curriculum and support services and provides direction as to the implementation of all the interventions through the use of appropriate and relevant modalities.

4. It adheres to the principle of non-discrimination policy on equal opportunity principle which all personnel regardless of age, sex, religion, ethnic origin, position and physical abilities have equal access to learning and development opportunities.

5. It follows strictly the Republic Act 10173-Data Privacy Act of 2012 regarding the information about the learners that should be kept confidential and shall be used for the purpose of interventions.

6. In addition to the L&D interventions, this policy covers the scholarship program being offered by both external and internal providers. This office may adopt the guidelines and criteria in the scholarship program being offered to its employees.

7. This Office shall ensure that its employees are properly informed on the provision of learning and development and are given the equal rights and privileges.

C. IMPLEMENTING MECHANISM

1. The HRDC shall ensure that the funds for the L&D interventions are sufficient for the implementation of the program.

2. All identified participants shall be informed prior to the implementation through information dissemination using the division website, social networking site, text messaging and/or group chat.

3. The HRDC including the members of the Program Management Team shall lead the activities from pre-implementation, during and post implementation of the program.

4. Any violation or non-compliance of this policy shall be reported immediately to the top management for appropriate action.

D. MONITORING AND EVALUATION

1. The Monitoring and Evaluation measures the short, medium and long term effects of the learning intervention to the participants.

2. The HRDC along with the M&E Coordinator shall monitor and evaluate whether the L&D interventions strictly observe the guidelines of equal opportunity principles. Any irregularities shall be reported to the Head of Agency for appropriate action.

3. A follow through mechanism shall be established to ensure that the intervention provides learning opportunity to the learners and they are able to utilize the newly-acquired competencies in their respective workplace. A Work Application Project (WAP) is then submitted by the learners and validated by their immediate superior to check the outcome. Also this mechanism helps to measure the effectiveness of the program.

4. The HRDC as well as the M&E Coordinator shall recommend any improvement and/or enhancement of the policy if necessary.

VIII. RESPONSIBILITIES

To ensure the effective implementation of this policy, the key personnel shall do the following responsibilities:

Top Management - shall ensure that the Equal Opportunity Principle is in place and implemented appropriately in accordance with the guidelines and policies on EOP.

Human Resource Development Committee (HRDC) – the HRDC shall have the following responsibilities:

a. Orient the employees on the guidelines of Equal Opportunity Principle.
b. Monitor the implementation of the EOP in the L&D system.
c. Analyze and assess the implementation of EOP for continuous improvement of the policy.
d. Update the organization for the related policies and guidelines on EOP.

Administrative, SGOD and CID Offices/Units – Ensure the proper implementation of EOP policy in all human resource systems particularly the learning and development. Also, they shall observe that all their employees are given equal opportunity in the L&D interventions regardless of their race, sex, age, nationality, ethnicity, language, religion, status or any other categories

IX. EFFECTIVITY

This policy shall take effect immediately upon issuance and shall remain in force and in effect unless repealed, amended or rescinded.

X. COMMITMENT

This policy on Equal Opportunity Principle shall be implemented in all the L&D interventions in the division and school levels. It shall adhere to the continuous improvement process and the principle of transparent, ethical and accountable (TEA) governance.

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