

May 26, 2022

**DIVISION MEMORANDUM**

OSDS-PER-DM No. 244 s. 2022

**GUIDELINES ON THE APPLICATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP) FOR APPLICANTS UNDER THE SDO-CATANDUANES RECRUITMENT SELECTION AND PLACEMENT (RSP) SYSTEM**

TO : Chiefs, SGOD & CID  
Section/Unit Heads  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Secondary School Heads/OIC's  
Teaching & Non-Teaching Personnel  
All Others Concerned

1. Relative to the Recruitment Selection & Placement Plan, this Office strictly adheres to the Equal Employment Opportunity Principle (EEOP) to ensure 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. To effectively implement the above-mentioned principles, this Office shall adopt the following EEOP measures in relation to the Recruitment Selection and Placement of this division:

2.1 On Publication of vacancies:

Subject to all existing policies, SDO- Catanduanes 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.

All vacant positions shall be open to all qualified applicants regardless of 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 merit and fitness for the job and equal employment opportunity.



**2.2 On Assessment of Applicants with Special Needs**

Applicants with special needs	Facility/Service Provider	Specific EEOP Measures
<p>Pregnant women,                      Physically- challenged                      Wearing crutches,                      wheelchairs, etc.</p>	<p>Venue with ramps and/or railing if deemed necessary)</p> <p>Wheelchair Medical personnel</p>	<ol style="list-style-type: none"> <li>1.The venue for the screening process shall be easily accessible to the applicant, it shall be located at the ground floor</li> <li>2.Provision of supportive equipment such as wheelchair, crutches, etc</li> <li>3. Medical Personnel shall be available on the scheduled date of assessment/evaluation</li> <li>4.The personnel in-charge at the front desk or the Guard on Duty shall assist the applicant in going to the venue</li> <li>5.The applicant shall be given priority in the conduct of screening process over the other applicants</li> </ol>
<p>Person with Visual &amp; Hearing Impairment</p>	<p>SPED teacher proficient/trained in using the Braille writing system and sign language</p>	<ol style="list-style-type: none"> <li>1.The venue for the screening process shall be at the SPED Center which is accessible to the applicants</li> <li>2. Venue shall have adequate lighting and equipped with applicable visual and hearing aids.</li> <li>3. SPED Center personnel (Visual and Hearing Impaired Teachers) or the HRMPSB Secretariat may be assigned to assist the</li> </ol>






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		applicant during the screening process.  4. The HRMPSB shall conduct the screening process at the SPED Center to be assisted by a SPED teacher/s for Visual and Hearing Impairment.
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3. The Human Resource Merit Promotion and Selection Board (HRMPSB), through its secretariat, shall set the proper setting of the schedule and the manner of the screening process conducive to the person/applicant. Further, the HRMPSB shall also ensure proper coordination with all concerns.
4. Applicants under special cases shall always be treated with utmost respect, dignity and fairness.
5. For the information, guidance and compliance of all concerned.

  
MA. LUISA T. DELA ROSA  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent