



## **Guidelines in the Implementation of EQUAL OPPORTUNITY PRINCIPLE (EOP) in Human Resource Management (HRM) Systems**

### **I. RATIONALE**

The National Electrification Administration (NEA) supports and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

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

This policy shall 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. COVERAGE**

All NEA officials and employees shall observe this Circular on the institutionalization of 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**

NEA acknowledges the right of all officials and employees to be treated equitably and commit to provide consistent, merit-based employment practices that follow the EOP and encourages all officials and employees to achieve their full potential. NEA management shall carry out its duties and personnel actions in a professional and ethical manner compliant with existing rules and regulations.

## 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”;*

#### **IV. LEGAL BASES**

**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 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";*

## **V. GENERAL GUIDELINES**

### **1. Recruitment, Selection and Placement (RSP)**

Subject to all existing policies of NEA, 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. There shall be 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 circumstances which run counter to the principles of equal employment opportunity.

#### **a) Publication of Vacancies**

1. Subject to all existing policies of NEA, 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 NEA, 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. NEA shall base its RSP assessment on the policy of equal employment opportunity.
2. During the preparation of any listing or database of applicants, the HRMD shall 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 shall only ask question 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. NEA shall ensure that the RSP process of the agency shall be harmonized with the agency's EEOP.
2. The HRMD 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. Should the HRMD encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.
4. The HRMD shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that NEA has accorded to them.

**2. Learning and Development**

- a. NEA-EC Training Institute (NETI) shall align competency programs to the agency's vision, mission and mandate, specifically the agenda to intensify NEA and Electric Cooperatives (ECs) capacity building programs of its officials and employees.
- b. NETI shall proactively lead in the implementation of the Learning and Development plan and its management system; and

- c. It 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 Strategic Performance Management System (SPMS).
- 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 of 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 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 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**

- a. Subject to all existing policies of NEA, 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.
- b. 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.
- c. 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.

#### **VI. RESPONSIBILITIES**

##### **1. NEA's Role**

- a. NEA is responsible in making reasonable steps to prevent discrimination, harassment, sexual harassment, abuses and backbiting from occurring in the workplace.
- b. NEA is responsible in setting this policy in place, educating personnel about inappropriate behavior, implementing grievance procedures and ensuring compliance by all work units.
- c. Complaint of any employee regarding any of the illicit behaviors and acts set out in this policy will be taken seriously.
- d. 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.

##### **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.

- b. Employees shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf.
- c. Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.
- d. All employees should ensure that Equal Employment Opportunity is also applied to clients, partners, suppliers and any other people or organization that deals with NEA.
- e. 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 trainings 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.



**VII. 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.

**IX. REPEALING CLAUSE**

All issuances inconsistent with these guidelines shall be deemed superseded.

**X. EFFECTIVITY**

This Policy shall take effect immediately and shall remain in force unless superseded by an appropriate issuance.

  
**EDGARDO R. MASONGSONG**  
Administrator



Date : \_\_\_\_\_