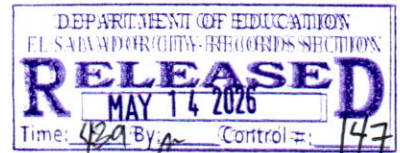




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



May 11, 2026

DIVISION MEMORANDUM

No. 147, s. 2026

ADOPTION AND IMPLEMENTATION OF THE POLICY ON EQUAL OPPORTUNITY PRINCIPLE (EOP)

To: **Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Division Performance Management Team (PMT)
All Public Elementary and Secondary School Heads
All Others Concerned
 This Division

1. The DepEd Division of El Salvador City hereby announces the reiteration of the formal adoption of the Equal Opportunity Principle (EOP) Policy. This policy, originally implemented in February 2021 per Division Memorandum No. 061, s. 2021, remains a cornerstone of our personnel management framework. This policy reinforces our commitment to inclusivity across all operational systems. It ensures that all teaching and non-teaching personnel, as well as clients, are afforded equal opportunities without bias, discrimination, or prejudice.

2. All human resource management aspects shall be implemented without regard to sex, color, religion, race, ethnicity, sexual orientation, gender identity, social/economic status, position, physical condition, or political affiliation. The Division commits to integrating these principles into four key HR systems:

- A. Recruitment, Selection and Placement (RSP)
- B. Learning and Development (L&D) Performance Management (PM)
- C. Rewards and Recognition (R&R)
- D. Results-based Performance Management System (RPMS).

3. **KEY IMPLEMENTATION GUIDELINES**

- **Recruitment & Selection:** All notices of vacancy must include the Equal Employment Opportunity Principle (EEOP) and be posted for at least ten (10) calendar days. Assessment shall be based on objective criteria, with necessary support mechanisms.
- **Learning & Development:** Career advancement opportunities and the Division L&D Plan shall be accessible to all personnel regardless of rank or personal characteristics.
- **Performance Management:** Performance expectations must be job-related and based on Professional Performance Standards (PPSSH, PPST, PPSS). Evaluations must be facilitative and based on verifiable evidence.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- **Rewards & Recognition:** The PRAISE program shall ensure no individual is denied rightful recognition based on non-job-specific characteristics.

4. **GRIEVANCE AND REVIEW**

Any complaints regarding discriminatory conduct or violations of this policy shall be handled by the **Grievance Committee**, the **Committee on Decorum and Investigation (CODI)**, or through the **Revised Rules on Administrative Cases**. This policy shall be reviewed every three (3) years to ensure continued compliance and fairness.

5. **EFFECTIVITY**

This policy takes effect immediately. For information, guidance, and strict compliance.

6. The Division adheres to the Equal Opportunity Principle (EOP), ensuring no discrimination based on gender, age, religion, or disability.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SGOD/SMME/GAD/myd

GAD
CY 2026



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	2 of 2



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

POLICY

ON

EQUAL OPPORTUNITY PRINCIPLE (EOP)

**DEPED DIVISION OF EL SALVADOR CITY
REGION 10**

**Recruitment, Selection and Placement (RSP)
Performance Management System (PMS)
Learning and Development (L&D)
Rewards and Recognition (R&R)**

May 2026



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 6



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

POLICY STATEMENT

DepEd Division of El Salvador City adheres to the principle of inclusivity and equality in all levels of governance, in the operationalization of its systems and processes and in the delivery of education services. The Division ensures that all officials, employees teaching or non-teaching personnel, and clients are afforded equal opportunity to make the most of their lives and faculties, without biases, discrimination and prejudices.

The Division acknowledges that fairness and justice in the workplace boosts employee self-esteem, creativity, and productivity. An enabling environment that embraces the value of every person is provided to ensure that equal access to employment, career growth, and other opportunities are felt and experienced by all. Thus, all aspects of human resource management shall be implemented without regard to sex, color, religion, race, ethnicity, sexual orientation, gender, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic.

DepEd Division of El Salvador City commits itself to integrate the Equal Opportunity Principle in its organizational practices and in the management and implementation of the four (4) Human Resource Management systems such as Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R).

SCOPE

This EOP policy applies to all employees regardless of position, whether teaching or non-teaching, applicants and clients.

LEGAL BASIS

This policy is in harmony with the following laws, rules, and regulations:

- *Executive Order No. 8, s. 2012* – Directing the Adoption of a Performance-Based Incentive System for Government Employees



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	2 of 6



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- *Republic Act No. 10524* – An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose of R.A. No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability
- *Republic Act No. 10911* – An Act Prohibiting Discrimination Against Any Individual in Employment on Account of Age and Providing Penalties Therefor
- *Republic Act No. 6725* – An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment, amending for the purpose of Article 135 of the Labor Code, as amended
- *Republic Act No. 7877* – Anti-Sexual Harassment Act of 1995
- *Republic Act No. 8972* – An Act Providing for Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and for Other Purposes
- *Republic Act 7192* – Women in Development and Nation Building Act
- *Republic Act 9710* – Magna Carta of Women and IRR
- *DepEd Order No. 29, s. 2002* – Merit Selection Plan of the Department of Education
- *DepEd Order No. 66, s. 2007* – Revised Guidelines on the Appointment and Promotion of Other Teaching Related, Related Teaching, and Non-Teaching Employees
- *DepEd Order No. 50, s. 2014* – Guidelines on Recruitment, Selection, and Placement of Personnel Pursuant to the DepEd Rationalization Program under Executive Order No. 366, s. 2004
- *DepEd Order No. 2, s. 2015* – Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education
- *DepEd Order No. 9, s. 2002* – Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education
- *DepEd Order No. 32, s. 2017* – Gender Responsive Basic Education Policy

POLICY IMPLEMENTATIONS

A. Recruitment, Selection and Placement

Recruitment. An Equal Employment Opportunity Principle (EEOP) shall be pursued by DepEd El Salvador City. The Division ensures that all recruitment efforts shall allow any person to pursue his/her application without fear of discrimination, harassment, prejudice, or



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	3 of 6



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

detriment because of specific characteristics - sex, color, religion, race, ethnicity, sexual orientation, gender, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic.

The Division shall make sure that job vacancies/openings are communicated to all interested and qualified applicants or employees. Notice of vacancy/ies shall at all times include the Equal Employment Opportunity Principle and shall be posted in at least three (3) conspicuous places in the Division and on its website for at least ten (10) calendar days.

Selection. Selection of applicants shall be transparent and based on merit and fitness. Candidates shall be assessed on the basis of an approved objective criteria based on DepEd Orders and CSC rules and guidelines. No qualified applicant shall be denied the right to go through the selection and screening process such as interview or proficiency test on account of disability. Written interview questions or sign language interpreter shall be provided for the hearing-impaired and written proficiency test shall be orally dictated or administered in Braille, whichever is applicable, for the visually-impaired. For persons/applicants with other disabilities, appropriate support mechanisms shall be employed to make sure that these will not result into an undue advantage to them.

Placement.

Effective placement means hiring the right employees and placing them on the job/position best suited to them without discrimination. The newly-hired/newly-promoted employees shall undergo an induction program to guide them to better perform in a fair and harmonious work environment.

The Division Office shall accord full support and assistance to employees with special needs so they will not be put at a disadvantage in the performance of their duties and responsibilities.

All employees shall be involved in the performance planning and commitment setting of their target deliverables.

B. LEARNING AND DEVELOPMENT

Employees of DepEd El Salvador City shall be allowed to pursue and develop their careers without fear in having their opportunities to



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	4 of 6



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

advance being affected or deterred by specific characteristics such as sex, color, religion, race, ethnicity, sexual orientation, gender, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic. Their advancement opportunities shall be further enhanced through the implementation of the Division Learning and Development (L&D) Plan which shall be available and shall be experienced by all regardless of position or rank.

C. PERFORMANCE MANAGEMENT

The Division shall set up an on-going performance management system where employees are provided equal opportunities to develop a plan for ongoing development and maximize the performance of all. No unreasonable requirement shall be imposed upon any employee that may discriminate him/her based on irrelevant personal or specific characteristics.

Monitoring and managing performance shall be done fairly and reasonably to allow the employee to freely raise issues regarding his/her performance and for management to provide positive feedback, to recognize and reward good performance, and to mentor/coach underperforming staff.

To ensure that the Equal Opportunity Principle shall not be violated, the Division shall:

- Ensure that expectations of performance are based on Professional Performance Standards for School Heads (PPSSH)/Professional Performance Standards for Teachers (PPST)/ Philippine Professional Standards for Supervisors (PPSS) and standards for non-teaching personnel that are fully job-related with no irrelevant/discriminatory characteristics and that these are communicated and understood by employees.
- Ensure a regular performance review where employees are free to raise issues regarding his/her performance and be given the opportunity to discuss his/her development needs without fear of discrimination, retribution or reprisals.
- Ensure a facilitative performance evaluation session based on verifiable indicators and evidences of work performance.



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

D. REWARDS AND RECOGNITION

The Division's Program for Rewards and Incentives for Service Excellence (PRAISE) shall conform to the principle on equal opportunity and non-discrimination. No one shall be denied to a rightful reward or recognition on account of sex, color, religion, race, ethnicity, sexual orientation, gender, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic.

PRAISE shall design recognition programs not only to teaching and non-teaching personnel in the Division but also to external stakeholders which have played major roles in implementing DepEd's programs and projects and have actively supported the implementation of learning deliveries and the realization of learning outcomes.

COMPLAINTS

Complaints relative to the implementation of the Equal Opportunity Principle (EOP) and Equal Employment Opportunity Principle (EEOP) or any discriminatory conduct shall be handled by the Grievance Committee of this Division, or the Committee on Decorum and Investigation (CODI), or shall be treated through The Revised Rules on Administrative Cases, as the case may be.

EFFECTIVITY

This Equal Opportunity Principle and Equal Employment Opportunity Principle shall take effect immediately upon the approval of the Schools Division Superintendent. This shall be subject to review every three (3) years to make sure that no condition exists that may lead to discrimination is included.

Recommending Approval:


CONNIEBEL C. NISTAL, PhD
Assistant Schools Division Superintendent

Approved by:


RANDOLPH B. TORTOLA
Office of the Schools Division Superintendent



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	6 of 6