



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

20 MAY 2021

DIVISION MEMORANDUM

No. 205 s. 2021

**ENHANCED EQUAL OPPORTUNITY PRINCIPLE (EOP) IN  
 PERFORMANCE MANAGEMENT (PM)**

To: Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. With reference to the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS), DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment & Implementation of the Results - based Performance Management System (RPMS) in the Department of Education, and Division Memorandum No. 172, s. 2021, this Office issues enhanced EOP guidelines for the information and guidance of all concerned.

2. The Division adopts and supports the equal opportunity principle in all processes, procedures, and activities in the implementation of Performance Management. The EOP explicitly states that all personnel shall not discriminate nor perform harassment/biases against any individual based on age, disability, civil status, national origin, race, religion, sex, gender preference, socio-economic standing political affiliation, or any other protected status in accordance with applicable and local laws.

3. This EOP Policy applies to all teaching, teaching-related and non-teaching personnel whether division-based or school-based, plantilla position or job orders of DepEd Tayabas City.

3. Immediate dissemination and strict compliance of this memorandum is desired.

**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

Encl.:

As stated



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## **ENHANCED GUIDELINES ON EQUAL OPPORTUNITY PRINCIPLE (EOP) IN PERFORMANCE MANAGEMENT (PM)**

### **I. Rationale**

The Department of Education issues guidelines on the establishment and implementation of the RPMS in the department stipulating the strategies, methods, tools, and rewards for assessing the accomplishment vis-à-vis the commitments. This will be used for measuring and rewarding higher levels of performance of the various units and development planning of all personnel in all levels.

The Civil Service Commission (CSC) through the issuance of Memorandum Circular No. 24, s.2016, sets the guidelines of institutionalizing the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators for all government agencies. One of the enhanced maturity level indicators is the integration of Equal Opportunity Principle (EOP) in the Performance Management (PM).

DepEd Tayabas City issues these guidelines to concretize EOP and to institutionalize strategies and standards to ensure that each personnel are given an opportunity to grow and be protected from any form of discrimination.

### **II. Policy Statement**

The Schools Division Office acknowledges the rights of all employees, the value of equality, fairness, diversity and with non-discriminatory treatment thus commit to implement EOP in the four phases of performance management, viz: (1) Performance Planning and Commitment; (2) Performance Monitoring and Coaching; (3) Performance Review and Evaluation; and (3) Performance Rewarding and Development Planning. As such, all personnel actions and decisions shall be made without discrimination on age, disability, civil status, national origin, race, religion, sex, gender preference, socio-economic standing political affiliation, or any other protected status in accordance with applicable and local laws.

### **III. Scope of Policy**

This Division Policy applies to all teaching, teaching-related and non-teaching personnel whether division-based or school-based, plantilla position or job orders of DepEd Tayabas City.

### **IV. Legal Bases**

1. **CSC Memorandum Circular No. 24, s. 2016** "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators";
2. **Republic Act No. 10911, July 21, 2016** "An Act Prohibiting Discrimination Against and Individual in Employment on Account of Age and Providing Penalties therefor;



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3. **Republic Act No. 6725, May 12, 1989** “An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment”;
4. **DepEd Order 32, s. 2017** “Gender-Responsive Basic Education Policy”;
5. **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;
6. **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”;
7. **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”;
8. **CSC Memorandum Circular No. 6, s. 2012** “Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)”;
9. **DepEd Order No. 2, s. 2015** “Guidelines on the Establishment & Implementation of the Results - based Performance Management System (RPMS) in the Department of Education”.

## **V. General Guidelines**

### **1. Performance Planning and Commitment**

- a. No personnel shall be deprived of his/her participation in the planning and commitment setting of his/her target output.
- 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. All personnel belonging to the Indigenous People’s group should be given targets and activities which compliant with their cultural beliefs and practices.



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- e. Work areas that will ensure the safety and easy access of personnel who have physical limitations or health-related conditions must be provided.

## **2. Performance Monitoring and Coaching and Mid- year Evaluation**

- a. All personnel shall be monitored and coach during the performance cycle.
- b. The Chief/Section Head/School Head shall ensure that the unit/school targets shall be adjusted, if permissible, to take into consideration all the adjustments made to his/her direct reports and of his/her own targets.
- c. Female personnel who are expecting to give birth within the planned performance rating period should also have their targets adjusted to take into consideration their maternity leave. Their Performance targets shall be considerate of their state which would not be difficult or impossible for them to deliver or achieve or that would endanger their or their babies' safety and health.
- d. Personnel who are scheduled to retire within the planned performance rating period should have their targets adjusted to take into consideration the shorter period to achieve outputs.
- e. All personnel shall not be forced to perform or deliver any target that would cause them to violate their religious beliefs and practices.

## **3. Performance Review and Evaluation**

- a. No personnel shall be deprived of his/her participation in the performance review and evaluation.
- b. The standard rating scale approved by the Civil Service Commission as per DepEd Order No. 2, s. 2015 shall strictly apply during review and evaluation of performance of personnel.
- c. Performance management must be based on the Key Result Areas of the position and objective criteria indicators. The rater 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. Performance Rewarding and Development Planning**

- a. The rater shall not exercise biases in discussing and providing comments, observations and recommendations in the individual employee's performance commitment and competency assessment.



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- b. Equal opportunities shall be given to all employees and those belonging to specialized groups. The agency shall ensure that best performers shall be given due recognition, and no one should be left behind because of their limitations and restrictions.

## **VI. Responsibilities**

### **1. Performance Management Team's (PMT) Role**

- a. PMT is responsible in setting this policy in place, educating personnel about inappropriate behavior, implementing grievance procedures, and ensuring compliance by all work units.
- b. PMT shall ensure that complaint of any personnel regarding any of the illicit behaviors and acts set out in this policy will be taken seriously.
- c. PMT shall ensure that each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

### **2. Chief/Section Head/School Head's Role**

- a. Chief/Section Head/School Head 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 personnel or any other people.
- b. Chief/Section Head/School Head shall ensure that all personnel understand and implement this policy and ensure that an appropriate work culture is maintained.

### **3. Personnel's Role**

- a. Personnel are responsible in ensuring that they don't discriminate, harass, bully, abuse and backbite other personnel in the workplace.
- b. Personnel shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf.
- c. Personnel must report any incident or suspected incidents to their immediate superiors.

## **VII. Violation**

Any personnel of the division who will violate any provision of these guidelines shall be held liable and sanctions provided in the rules of procedure of the Department of Education in administrative cases and other relevant and appropriate laws and their implementing rules and regulations, shall apply.

### **VIII. Monitoring and Evaluation**

The Office of Human Resource and Management shall conduct monitoring, gather issues and feedbacks on all incidents or reports that shall violate the EOP.

### **IX. 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.

### **X. Effectivity**

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



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