



## **MINDORO STATE UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)**

### **I. RATIONALE**

The Mindoro State University upholds and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

Guided by CSC Memorandum Circular 24 s. of 2016, which provides guidelines in the institutionalization of Equal Employment Opportunity Principle (EEOP) 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), MinSU establishes its internal guidelines on EEOP. This policy shall remove all barriers and discrimination in all personnel actions and employment decisions in terms of recruitment, selection and promotion, learning and development opportunities, performance evaluation and rewards and benefits. The University is an equal opportunity employer that protects all employees and provides equal opportunity and sustain an efficient and productive workforce whose diversity on account of age, gender preference, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, or any other characteristic protected by law are recognized and respected, subject to the University needs and requirements.

This policy also allows MinSU employees access to all services that MinSU is providing without regard to race, color, religion, age, sex, marital status, domestic partnership, disability, sexual orientation, familial status, gender identity and source of income.

Further, MinSU ensures that the applicants for employment are protected against any form of discrimination, thus no person with disability shall be denied access to employment opportunity in MinSU.

### **II. SCOPE**

The MinSU Equal Employment Opportunity (EEOP) policy applies to all employees of the University covering the four (4) functional areas of human resource management, such as:



- Recruitment, Selection and Placement (RSP)
- Learning and Development (L&D)
- Performance Management (PM)
- Rewards and Recognition (R&R)

The policies and principles of EEOP also apply to all Job Order personnel, personnel on Contract of Service who are temporarily engaged by MinSU and any other persons or agencies with a Memorandum of Agreement/ Understanding with the University.

### III. PROCEDURE

#### A. Recruitment, Selection and Placement (RSP)

MinSU administers EEO policy fairly and consistently hence it is committed to implement the following:

The University President shall ensure that at least one per cent (1%) of all positions in MinSU shall be reserved for persons with disability in accordance with sec. 1, Par 3, RA 10524.

MinSU administers Equal Employment Opportunity Principle (EEOP) fairly and consistently hence it is committed to implement the following:

##### a. Publication/ Announcement of Vacancy

1. Job descriptions shall specify the "essential functions" of the position such as major responsibilities and duties. It should indicate qualification standards such as Education, Experience, Eligibility, Training and Competencies (EEETC), that may be adopted for future implementation. All requirements must be job related and not tailored to a particular individual.
2. MinSU 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, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or



other similar factors / personal circumstances which run employment opportunity.

3. The vacancy notice should include the EEOP statement:

“MinSU highly encourages all interested and QUALIFIED applicants including persons with disability (PWD), members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).”

b. Administration of Prequalifying Examination, Technical, Skills or Trade Test

1. Applicants with special needs (physically challenged, pregnant women, etc.) shall be given assistance such as, wheelchairs, ramps and other aids during the application process and examinations:

- a) Qualified interpreters or other effective methods of delivering materials to individuals with hearing impairments.
- b) Qualified readers, taped tests, or other effective methods of delivering materials to individuals with visual impairments.
- c) Acquisition or modification of equipment or devices.

2. The venue of examinations may be arranged to be accessible to applicant(s) with disability. The University Nurse shall assist, as needed, for health-related concerns and the University vehicle is ready for emergency concerns of applicants.

3. Incorporates Gender and Development (GAD) perspectives in the prequalifying examination;

c. Interview Process

1. To be able to provide access to person/ applicant with mobility disability, the interview location or site may be arranged to lower ground.
2. The HRMO shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that MinSU has accorded to them.



3. During the interview process, all questions directed to applicants shall be related to the position for which they have applied for.

## **B. Learning and Development (L&D)**

- a. All employees of MinSU shall be provided with opportunity to attend development intervention with at least one (1) intervention per year regardless of gender, status, disability, religion and ethnicity or political affiliation. Recommendation/s to attend HR intervention/s should be solely based on the training needs analysis, competencies and performance.
- b. MinSU shall promote EEOP for differently abled personnel through development intervention opportunities and other related activities.

## **C. Performance Management**

- a. Subject to all existing policies of MinSU, there shall be no discrimination in the implementation of performance management system on account of age, gender, 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. The EEOP policy shall be imposed in the implementation of performance management strategies and tools such as the Strategic Performance Management System (SPMS)
- b. Consistent with the equal opportunity principle, MinSU shall provide enabling support for differently abled MinSU personnel or faculty members, particularly in the preparation of Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) to be able to meet expected output.
- c. Recommendation/s for possible HR intervention/s relevant to the result of performance evaluation shall be based on the performance and competencies of the personnel and faculty members of MinSU.



- d. The distribution of tasks/ assignments of personnel/ faculty should be discussed by the supervisor and direct reports so that there will be consensus and agreements on commitments/ targets of the office/ department.
- 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 personnel should not be given assignments/ tasks that may endanger their life as well as that of their unborn child.
- g. All personnel belonging to the Indigenous People's Group should not be given targets and activities which are contrary to their cultural beliefs and practices.

#### **D. Rewards and Recognition (R&R)**

- a. Subject to all existing policies of MinSU, the rewards and recognition of personnel and faculty shall be based on equal opportunity, merit, performance and accomplishments and not on age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/ personal circumstances which run counter to the principles of equal employment opportunity.
- b. MinSU shall promote equal opportunity to all teaching and non-teaching personnel in the nomination/ recommendation and identification of awards pursuant to the approved MinSU (Program on Awards and Incentives for Service Excellence) PRAISE Manual.
- c. Criteria for the selection shall be in accordance with the Equal Opportunity Principle (EOP) and the committee shall ensure that the final selection is fair and just.  
The HRMO shall promptly report all incidents of discrimination or harassment and takes other appropriate measures to resolve the situation.



## IV. EFFECTIVITY

This guideline shall take effect immediately unless superseded by an appropriate issuance.

Sgd

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Sgd

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