



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OF CANDON CITY**

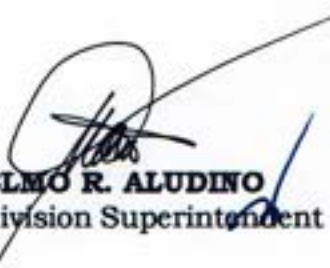
DIVISION MEMORANDUM  
No. 092 , s. 2021

16 MAR 2021

**GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF EQUAL  
OPPORTUNITY PRINCIPLE (EOP) POLICY IN THE DEPARTMENT OF  
EDUCATION SCHOOLS DIVISION OFFICE OF CANDON CITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to CSC Memorandum Circular 24, s. 2016 entitled "*Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*" mandating the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource, the Department of Education, Schools Division Office (SDO) of Candon City hereby issues the enclosed **Guidelines on the Establishment and Implementation of Equal Opportunity Principle (EOP) Policy in SDO Candon City**.
2. These guidelines are issued to ensure the adoption and integration of Equal Opportunity Principle (EOP) in the four (4) areas of human resource management namely: Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R).
3. These guidelines shall take effect immediately.
4. Immediate dissemination of and strict compliance with this memorandum are directed.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be included in the Perpetual Index  
under the following subjects:

GUIDELINES PERSONNEL EQUALITY

JMMG/Equal Opportunity Principle (EOP)  
015/March 15, 2021



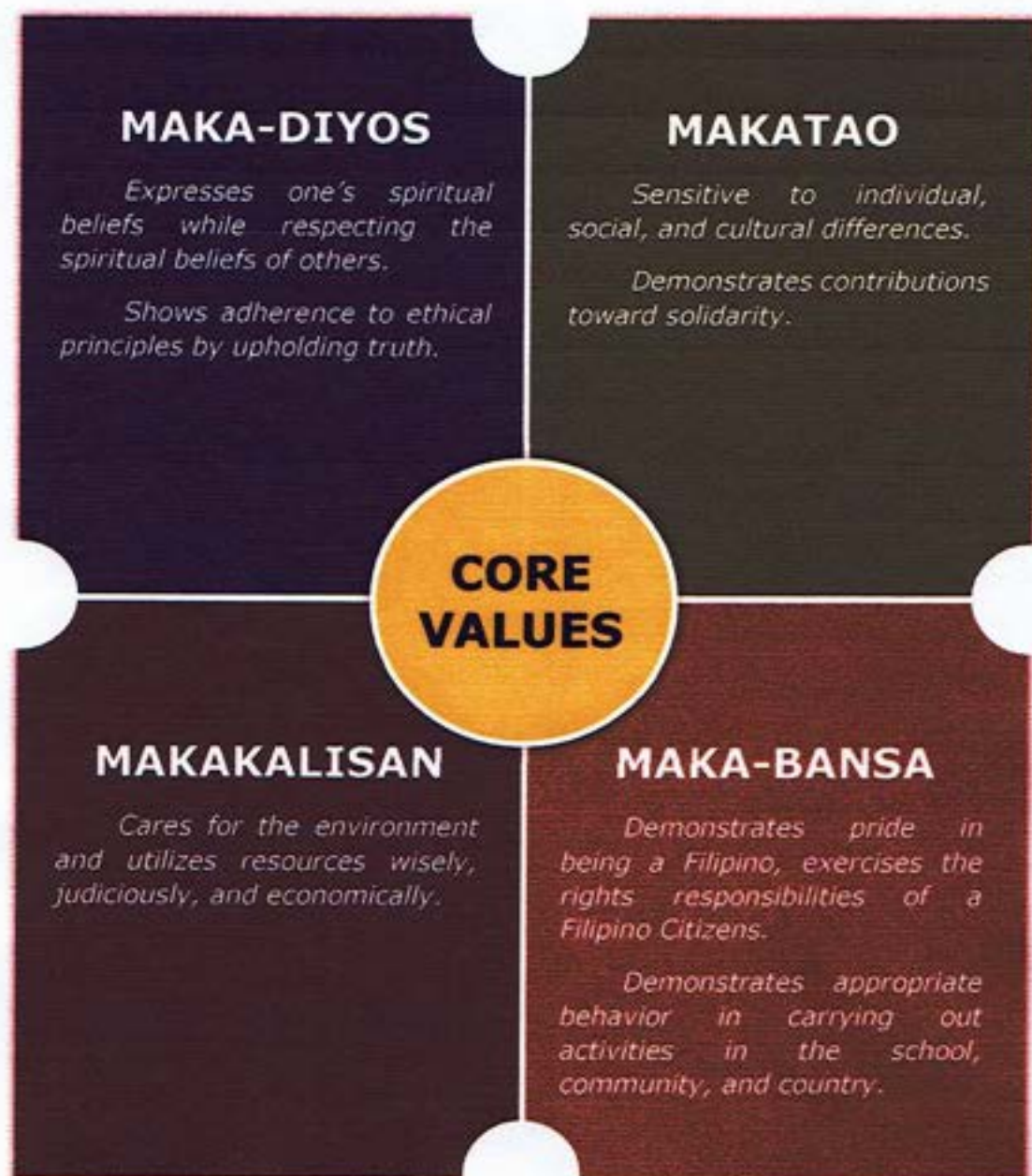


**SCHOOLS DIVISION OFFICE OF CANDON CITY**

**EQUAL OPPORTUNITY PRINCIPLE (EOP)  
POLICY**

**February 2021**

**The Schools Division Office of Candon City implementation of the Equal Opportunity Principle (EOP) Policy is anchored on DepEd Core Values with emphasis on Makatao.**





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Republic of the Philippines  
**Department of Education**  
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**SCHOOLS DIVISION OF CANDON CITY**

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Office of the Schools Division  
Superintendent

## **I. GENERAL POLICY**

Anchored on the Makatao Core Value of the Department of Education, the Department of Education Schools Division Office (SDO) of Candon City, recognizes the value of diversity and inclusivity as it stands firm on the platform of equality and fairness. This is to ensure equal access to employment, advancement and other opportunities in all human resource management and development.

SDO Candon City commits itself to the strict implementation of all laws, policies, and issuances on fairness and equality to promote a working environment that respects individual differences and integrates into its organizational practices the principles of justice and impartiality through this Equal Opportunity Principle. (EOP) Policy.

SDO Candon City guarantees that all aspects of human resource management and development shall be implemented without any favor to sex, color, race, ethnicity, religion, gender, social class, political affiliation, physical disability, and other non-job-related groups and labels.

Cognizant of the importance of equity to development, discrimination in any form has no place in all its units and offices. The democratic values of equality and justice shall be observed in all the four HRM systems namely: (1) Recruitment, Selection, and Placement; (2) Learning and Development; (3) Performance Management; and (4) Rewards & Recognition.

This EOP Policy is hereby established to serve as a guide and reference in implementing all human resource programs and activities in SDO Candon City.

## **II. SCOPE**

These guidelines shall apply to all employees regardless of positions and employment categories including those in the marginalized, underprivileged or vulnerable groups who require special needs or consideration.

It aims to provide general and specific guidelines in various Human Resource Processes and Mechanisms in the Schools Division of Candon City especially on the following core Human Resource Systems:

- Recruitment, Selection and Placement;
- Performance Management;



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- Learning and Development; and
- Rewards and Recognition

The DepEd Region I EOP Policy was used as reference in the Crafting of the Division EOP policy.

### **III. LEGAL BASES**

This policy on EOP is hereby promulgated in consideration of all laws and DepEd issuances pertaining to equality, justice, equity, security, and safety. The policy is in keeping with the following existing laws, rules and regulations:

1. The 1987 Constitution, The Constitution of the Republic of the Philippines, Article II Declaration of Principles and State Policies, Section 14, On the role of women in nation-building and Article III Bill of Rights, Section 1, On the rights of life, liberty or property.
2. Republic Act No. 10612, An Act Expanding the Coverage of the Science and Technology (S&T) Scholarship Program and Strengthening the Teaching of Science and Mathematics in Secondary Schools and for other purposes;
3. Republic Act No.10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties Therefor;
4. Republic Act No. 10524 (An Act Expanding the Positions Reserved for Persons with Disability) to adopt the measures required for the elimination of such discrimination in all its forms and manifestations;
5. Republic Act No. 10028, An Act Expanding the Promotion of the Breastfeeding, amending for the purpose of Republic Act No. 7600, otherwise known as Government and Private Health Institutions with Rooming-in and for other purposes;
6. Republic Act No. 9710 (An Act Providing for the Magna Carta of Women) - CSC Resolution No. 1000432, dated Nov. 22, 2010, Guidelines on the availment of the Special Leave Benefits for Women;
7. Republic Act No. 9285, An Act to Institutionalize the Use of an Alternative Dispute Resolution System in the Philippines and to Establish the Office for Alternative Dispute Resolution, and for other Purposes;
8. Republic Act No. 9262, Anti-Violence against Women and Their Children Act of 2004;
9. Republic Act No. 8972, An Act Providing For Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and For Other Purposes;
10. Republic Act No. 8371, An to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds Thereof and for other purposes;
11. Republic Act No. 7877, Anti-Sexual Harassment Act of 1995;
12. Republic Act 7687, An Act Instituting a Science and Technology Scholarship Program and Other Purposes;
13. Republic Act. 7192, Women in Development and Nation Building Act, RA No. 9710: Magna Carta of Women, and IRR;
14. Republic Act No. 7277, as amended: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes;
15. Republic Act No. 7041, An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Thereof and for other purposes;



16. 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;
17. Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of additional Benefits for Both Civilian and Military and Uniformed Personnel;
18. Executive Order No. 292, s. 1998, Administrative Code of the Philippines;
19. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance - Based Incentive System for Government Employees;
20. Presidential Decree No. 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;
21. Administrative Order No. 25, s. 2011, Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems;
22. CSC MC No. 14, s. 2018, Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018;
23. CSC MC No. 24, s. 2017, 2017 Omnibus Rules on Appointment and Other Human Resource Actions;
24. CSC MC No. 7, s. 2014, Encouraging Government Agencies to Hire Persons with Disabilities (PWDs);
25. CSC MC No. 6, s. 2012, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).
26. CSC MC No. 07, s. 2007, Program on Awards and Incentives for Service Excellence (PRAISE);
27. CSC MC No. 2, s. 2001, Revised Policies on the Settlement of Grievances in the Public Sector;
28. CSC MC No. 28, s. 1990, Reiterating Certain Policies in the Conduct of Government Training and Development Program;
29. CSC MC No. 10, s. 1989, Establishing the Personnel Development Committee (PDC);
30. CSC MC No. 43, s. 1993, Streamlining and Deregulating Human Resource Development (HRD) Functions;
31. 2017 Rules on Administrative Cases in the Civil Service;
32. PCW 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; and
33. IATF Resolution dated January 14, 2021, Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines.

#### **DEPED ISSUANCES**

1. DepEd Order No. 32, s. 2017, Gender-Responsive Basic Education Policy;
2. DepEd Order 51, s. 2017, Amended Qualification Standards for Senior High School teaching positions in the technical vocational-livelihood track and other clarification on the hiring guidelines;
3. DepEd Order No. 49, s. 2016, Guidelines on the Hiring of Contractual (Full-time and Part Time) Teachers in Senior High School;
4. DepEd Order 3, s. 2016, Hiring Guidelines for Senior High School (SHS) Teaching Positions effective School Year (SY) 2016-2017;



5. DepEd Order 50, s. 2016, Hiring Guidelines for Teacher I Positions in Schools implementing Indigenous People's Education Effective School Year (SY) 2016-2017;
6. DepEd Order No. 32, s. 2016, Addendum to DepEd Order No. 3, s. 2016;
7. DepEd Order 2, s. 2015, Guidelines on the establishment and implementation of the Results-Based Performance Management System (RPMS) in the Department of Education;
8. DepEd Order 7, s. 2015, Hiring Guidelines for Teacher I Position for School Year (SY) 2015-2016;
9. DepEd Order 22, s. 2015, Hiring Guidelines for the Remaining Teaching Positions effective School Year (SY) 2015-2016;
10. DepEd Order No. 27, s. 2013, Guidelines and Procedure on the Establishment of DepEd Gender and Development (GAD) Focal Point System (GFPS) at the Regional, Division and School Level;
11. DepEd Order 3, s. 2013, Amended implementing Rules and Regulations (IRR) of Republic Act No. 8190 (An Act granting priority to residents of the Barangay, Municipality or City where the school is located, in the appointment or assignment of classroom public schools);
12. DepEd Order No. 63, s. 2012, Guidelines on the Preparation of Gender and Development (GAD) Plans, utilization of GAD Budgets and Submission of Accomplishment Reports;
13. DepEd Order No. 59, s. 2012, Revised Implementing Guidelines on the Selection and Hiring of Alternative Learning System (ALS) Literacy Volunteers;
14. DepEd Order 78, 2007, Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education;
15. DepEd Order 42, s. 2007, The Revised Guidelines on Selection, Promotion, and Designation of School Heads;
16. DepEd Order 66, s. 2007, Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching, and Non-Teaching Position;
17. DepEd Order 29, s. 2002, Merit Selection Plan of the Department of Education;
18. DepEd Order No. 9, s. 2002, Establishing the Program on Awards and Incentive for Services Excellence (PRAISE) in the Department of Education;
19. DECS Order No. 57, s. 1997, Further Implementation of the Career Progression of Master Teachers;
20. MEC Order No. 10, s. 1979, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers;
21. Memorandum DM-PHROD-2021-0091, Interim Strategies and Protocols on Teacher Hiring for School Year (SY) 2020-2021 in view of the COVID-19 Situation.



## **IV. POLICY IMPLEMENTATION**

### **A. Recruitment, Selection and Placement.**

The goal of the EOP on Recruitment, Selection and Placement is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines.

The whole process shall strictly observe equal employment opportunity and fair treatment at all times. All applicants for job opportunities, irrespective of personal characteristics, shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular distinctions form part of the qualifications of the job itself. All recruitment processes shall not cause discrimination nor hinder any person from pursuing his or her application. All recruitment processes shall observe the Equal Employment Opportunity Principle (EEO).

This shall be implemented as follows:

#### **1. Publication and Posting of Vacancies**

- a. SDO-Candon City shall publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Offices), 2017 Omnibus Rules on Appointments and other Human Resource Actions, Revised 2018, particularly Rule VII (Publication and Posting of Vacant Positions);
- b. SDO Candon City shall adhere to the EOP Policy and a statement on this shall form part of the Request for Publication of Vacant Positions;
- c. Recruitment for both professional and non-professional employees shall attempt to create a group of qualified candidates for the vacancies by making good faith efforts to locate or attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as race, color, sex, religion, political opinion, national extraction or social origin, among others.

#### **2. Receiving of Applications**

- a. All applications shall be accepted whether submitted in electronic or print, whether walk-in or courier, or through facsimile machine.

#### **3. Initial Assessment of Applicants**

- a. SDO Candon City shall conduct preliminary evaluation of the qualifications of all applicants based on the qualification standards.

The initial assessment shall not consider other factors outside the qualifications of the applicants.

- b. After the initial assessment conducted, applicants shall be notified in writing the schedule of written exam and behavioral event interview through a Division Memorandum and/or Advisory.

#### **4. Written Examination**

- a. The examination shall ensure incorporation of Gender Equity, Disability and Social Inclusion (GEDSI) principles and perspectives.
- b. During the preparation of any listing or database of applicants, SDO Candon City shall note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided.

#### **5. Behavioral Event Interview**

- a. All applicants shall be properly informed of their interview schedule.
- b. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall conduct the interview at a venue where confidentiality of the proceedings is considered in addition to other factors that shall not cause discomfort to the applicant/s.
- c. The HRMPSB shall observe appropriate use of language. Questions shall revolve around the qualifications of the position applied for and inquiries by the applicant/s shall be entertained. Any question leading to discrimination shall be strictly prohibited. Moreover, provisions of Data Privacy Act of 2012 (RA 10173) will be strictly observed by the HRMPSB.
- d. Whenever necessary, accessories and auxiliary aids/devices shall be afforded to applicants with vision and hearing difficulties/impairments.

#### **6. Background Investigation**

The HRMPSB shall conduct background investigation to qualified applicants which will form part of the recommendation to be submitted to the appointing authority.

#### **7. Posting of the Registry of Qualified Applicants and Rank List**

After all the selection processes have been undertaken, the list of qualified applicants shall be posted on the SDO bulletin, E-Bulletin or through the official website of SDO Candon City after the ranking and deliberation and signing of the rank list.

#### **8. Selection by the Appointing Authority**

- a. Selection shall be transparent and based on merit and fitness. The task shall be to find the right person for the position being filled using an objective selection criterion set by the Civil Service



Commission and in accordance with DepEd issuances for Hiring and Promotion of Teaching, Related-Teaching and Nonteaching Personnel.

- b. The issuance of appointment shall be in accordance with the existing Civil Service rules and regulations.
- c. In case a differently-abled candidate/applicant is chosen for appointment, he/she shall undergo Pre-Employment Health Screening, for the SDO Candon City to determine necessary adjustments and considerations.

## **B. Learning and Development.**

The goal of the EOP on Learning and Development is to provide and support personal and professional growth of SDO Candon City employees with high regard for the provision of equal opportunities and for a development framework not affected by discriminatory factors such as sex, color, race, ethnicity, religion, orientation, gender identity, social class, political affiliation, disability, and other non-job related groups and labels.

Trainings, seminars, workshops, conferences, scholarships and job- embedded learning including Learning Action Cell (LAC) Sessions shall involve a systematic process of competence/needs assessment, planning, designing, and resource development, delivery of the programs, and monitoring and evaluation.

This shall be implemented as follows:

### **1. Qualifications and Selection of Participants**

- a. SDO Candon City shall ensure that all employees have equal opportunity in all learning and development activities such as Staff Development Program, Professional Development Programs, and other trainings offered by the SDO Candon City for their personal and professional growth. Participants shall be selected based on the result of the needs assessment surveys, personal and professional development plans.

### **2. Equity and Access to Learning and Development Interventions**

- a. All invitations for scholarships, trainings and other professional opportunities from external and internal learning service providers or sponsors (local and international) shall be properly disseminated through division memoranda, and shall be posted at SDO Candon City website and other official social media platform/s.
- b. Professional development and advancement programs for personnel with special needs shall be implemented in accordance to EOP and SDO Candon City shall provide necessary assistance in the personnel's attendance to these programs.

### **3. Selection of Learning Service Provider**

- a. SDO Candon City shall ensure that Learning Service Providers are advocates of social inclusion and equal opportunity principle.

### **4. Safe Learning and Development Environment**

- a. A safe, positive, comfortable, and conducive environment shall be considered and set up by all L&D implementers to encourage strong collaboration among participants, and program management team.
- b. Any form of discrimination or bias shall not be allowed in the training venue or any training platform. Activities shall be designed in accordance with this EOP policy.

The Program Management Team shall ensure that the venue is safe and accessible to avoid any hazard. The availability of medical practitioners in the training venue shall be guaranteed.

### **C. Performance Management.**

SDO Candon City stands firm in the integration of EOP on the Performance Management of all its personnel. The goal of which is to evaluate each personnel based on non-bias and non-discriminatory factors, and guide each of them towards the full actualization of his/her duties and responsibilities.

SDO Candon City acknowledges that each employee has equal opportunities to actively engage in the workplace. Implementing effective performance management mechanisms into the workplace ensures all employees to have a full grasp of their roles and functions. This also makes each employee realize their value in the organization's objectives. Such implementation of operative processes will certainly contribute to the overall triumph of the organization.

This shall be implemented as follows:

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

- a. All SDO Candon City employees shall be given the opportunity to participate in the performance planning and commitment setting. They shall be oriented on the RPMS cycle and the different actions required of each phase of the cycle. They are also given proper guidance and coaching on how to establish measurable objectives and performance indicators aligned to their KRAs.
- b. The individual work of all employees shall be cascaded from the organizational direction of SDO Candon City. It shall be ensured



- that the expectations and standards of performance are fully job-related and are not discriminatory;
- c. It shall be guaranteed that employees who are scheduled to retire, expected to give birth, or will undergo medical, surgical and psychological treatment within the planned performance rating period shall have their targets calibrated to take into consideration the shorter period to achieve their outputs. These employees must be properly guided by their immediate supervisor and the top management.
  - d. Due consideration shall be extended to male employees whose legal spouse (or one of the legal spouses) is expected to give birth within the planned performance rating period to accommodate their leave by the time their legal spouse/s give/s birth;
  - e. PWD employees shall be given targets in accordance with the principles of justice and equity; and
  - f. Employees shall not be required to perform or deliver any target that would cause them to violate their religious beliefs and practices.

## **2. Performance Monitoring and Coaching**

- a. Coaching/feedback giving shall be done without fear of harassment, coercion, retribution, or discrimination.
- b. The Rater shall ensure that the coaching sessions conducted are geared towards improving performance and shall not take into consideration personal attributes such as age, sex, gender, sexual orientation, ethnicity, religion, political affiliation, economic and social status, and physical disability.
- c. A mid-year review is prescribed to determine the progress in achieving the Objectives. In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual Objectives shall be allowed during the mid-year review.
- d. Coaching sessions shall also provide opportunities for recalibrations to suit the individual situations of employees concerned.

## **3. Performance Evaluation**

- a. The performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed OPCR and IPCRF.
- b. In accordance with DepEd No. 2, s. 2015, the RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the performance log frame. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents or any output as proofs of actual performance. In the absence of said evidence, a particular task shall not be rated and shall be disregarded.
- c. All personnel regardless of employment status and category shall be informed of the performance rating obtained in a specific performance rating period.



- d. Upon determining the overall rating for the actual accomplishments and results, the rater and the ratee shall reach an agreement by signing the OPCR and IPCRF. This shall be done in accordance with the principles of Equal Opportunity Principle.

#### **D. Rewards and Recognition.**

This Program on Awards and Incentives for Service Excellence (PRAISE) System of SDO Candon City with Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in the public service of the SDO Candon City with its 34 basic education public schools.

SDO Candon City PRAISE System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences.

SDO Candon City PRAISE System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of SDO Candon City officials and employees, regardless of age, appointment status, gender, gender identity, sex, sexual orientation, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.

SDO Candon City PRAISE System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in SDO Candon City applying the equal opportunity principle.

This shall be implemented as follows:

##### **1. Planning**

- a. SDO Candon City shall enable personnel to achieve their objectives within the context of the organizational goals in a working environment that promotes, recognizes, and rewards those demonstrating exemplary performance.
- b. The guidelines on R&R shall apply to all employees of SDO Candon City regardless of employment status and employment category.



- c. Each personnel has the independence to nominate anyone without fear of judgment and intimidation. In the same manner, each personnel has the opportunity to be nominated.
- d. The guidelines on selection shall be non-discriminatory. The Screening Committee shall strictly follow the criteria set for PRAISE. All nominees shall have the equal opportunity to be selected.

## **2. Execution**

- a. Deliberations for the selection of awardee(s) shall observe EOP such that no nominee shall be removed or disqualified due to discrimination. For this purpose, the provisions on deliberations of nominees shall apply.
- b. The screening committee shall conduct background investigation or validation on the nominees with strict observance of fairness and impartiality.
- c. No member of the screening committee or validating team shall knowingly or intentionally demonstrate bias, prejudice, or discrimination towards any nominee. Any violation of this provision by any member of the PRAISE Committee shall be dealt accordingly with due process.
- d. SDO Candon City shall not allow any act of discrimination in all phases of the R&R process.

## **V. DISSEMINATION AND IMPLEMENTATION**

To ensure the effective implementation of this EOP Policy, the following shall be primarily responsible for the dissemination of these guidelines.

- Top Management  
The top management shall put in place the EOP Policy, orient and educate SDO Candon City personnel and ensure implementation and compliance to the policy.
- Division Chiefs and Section/Unit Heads  
Assume joint responsibility with the top management in ensuring the applicant of EOP Policy in all HR Systems
- Human Resource and Development Unit and Personnel Unit  
Conduct orientations of EOP Policy and ensure continued observance of the EOP using methods/mechanisms that appeal to diverse range of personnel. Conduct review, monitoring and evaluation on the implementation of the EOP Policy
- All divisions, sections and units, and schools and learning centers in the SDO Candon City  
Shall implement these EOP guidelines.
- Employees act as partners in the application of EOP Policy

## **VI. EFFECTIVITY**

This EOP Policy shall take effect immediately upon signing of the Division Memorandum.

## **VII. AMMENDMENTS**

For continuous improvement, proposal for amendments of EOP Policy of SDO Candon City may be made by any member of the Management Committee (ManCom) through a formal communication addressed to the Head of the Office. This Policy will also be reviewed annually.

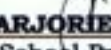
## **VIII. COMMITMENT**


The SDO Candon City commits to implement the EOP Policy in the four (4) core systems of human resource management, namely: Recruitment Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R) and to attain the objectives set forth through the collaboration and support of the entire workforce.




**APPROVED:**


**ELEMENTARY SCHOOL HEADS**

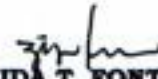
  
**MARJORIE A. GALAO**  
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**GINA P. MANZANO**  
School Principal I


  
**FLORENCIA B. PESCADOR**  
Head Teacher III


  
**ARLIE JUDE R. RODRIGUEZ**  
School Principal II

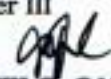
  
**ERWIN C. ARDANIEL**  
Teacher-in-Charge


  
**ZENAIDA T. FONTANILLA**  
School Principal I

  
**LOUELLA I. RENTUTAR**  
Head Teacher III

  
**CESAR ARTURO T. BATIN**  
School Principal III


  
**SHARON P. ANNAGÜEY**  
Head Teacher III


  
**FROILANN G. GAMILDE**  
Head Teacher III

  
**ANNABELLE B. ALVIENTO**  
Teacher-in-Charge

  
**JOCELYN R. INIGO**  
Teacher-in-Charge

  
**THELMA E. AQUINO**  
School Principal II


  
**ELIZALDE R. MOLINA**  
School Principal II

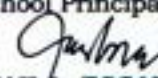
  
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School Principal II

  
**GABRIELA T. CORTEZ**  
School Principal III


  
**JEANELEANE G. LOMITENG**  
School Principal I

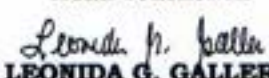
  
**NOVELITA N. ALONZO**  
School Principal I


  
**ELSA O. RAMIREZ**  
Head Teacher III

  
**AUGUSTO M. TEJADA**  
School Principal IV


  
**LILIAN A. ESCALONA**  
School Principal I


  
**RICHARD MARTIN G. GAMATAN**  
Head Teacher III

  
**LEONIDA G. GALLERO**  
School Principal II

  
**DYNA LYN G. DACAYANAN**  
Teacher-in-Charge

  
**CAROLYN A. LOPEZ**  
Head Teacher III

  
**SUSAN G. GALANTO**  
Head Teacher III

  
**ANTONIO M. GADIANO, JR.**  
Head Teacher II

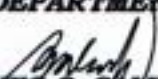
  
**FEBE D. TALLO**  
School Principal I


  
**TERESITA G. GALIMA**  
Head Teacher III

**SECONDARY SCHOOL HEADS & DEPARTMENT HEADS**

  
**BEATRIZ T. AGBUNAG**  
School Principal I


  
**MARY-ANN G. SUYAO**  
School Principal II

  
**MARINO G. GALIMBA**  
School Principal IV


  
**ALEJANDRO F. HABOC, JR.**  
School Principal II


  
**ANNALYN G. GALANTO**  
School Principal IV

  
**MA. CECILIA B. MANGAY-AYAM**  
Assistant School Principal II

  
**PEPITO P. MANZANO JR.**  
Assistant School Principal II

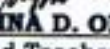
  
**NICK C. COLLADO**  
Assistant School Principal II


  
**EVELYN B. ALTIZ**  
Head Teacher I

  
**FIDEL T. WIGAN JR.**  
Head Teacher III

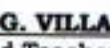
  
**TERESA E. ALICIAS**  
Head Teacher VI


  
**MANOLITO A. LODEVICO**  
Head Teacher III

  
**VIRGINA D. OPANA**  
Head Teacher III

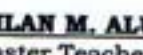
  
**AMELIA G. RAMOS**  
Head Teacher III

  
**MADELYN D. RAMOS**  
Head Teacher III

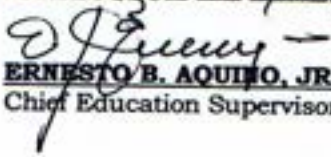
  
**ELIEZER G. VILLANUEVA**  
Head Teacher III


  
**JAY O. GANACIAS**  
Head Teacher II


**REPRESENTATIVE OF TEACHER'S ASSOCIATION**

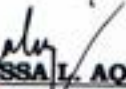
  
**FROILAN M. ALUSEN**  
Master Teacher II


**CURRICULUM IMPLEMENTATION DIVISION**

  
**ERNESTO B. AQUINO, JR.**  
Chief Education Supervisor

  
**ALEXANDER M. RAZO**  
Education Program Supervisor


  
**FLORECITA G. RAZO**  
Education Program Supervisor

  
**ANNA LISSA I. AQUINO**  
Education Program Supervisor

  
**ALBERT S. GAMOSO**  
Education Program Supervisor


  
**EDGARDO F. PESCADOR**  
Education Program Supervisor


  
**ARTHUR MICHAEL U. LOMITENG**  
Education Program Supervisor

  
**JEN R. CORTEZ**  
Education Program Supervisor

  
**PACITA L. BASABAS**  
Education Program Supervisor

  
**FELJONE C. RAGMA**  
Education Program Supervisor

  
**NORMA G. MANZANO**  
Education Program Supervisor

  
**REYNALDO V. MANGAY-AYAM, JR.**  
Education Program Specialist II


**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

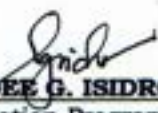
  
**DANILO C. BASABAS**  
Chief Education Supervisor

  
**MARIA ELENA M. ALTIS**  
Senior Education Program Specialist

  
**REY L. MANZANO**  
Senior Education Program Specialist



  
**RONALD G. GALICIA**  
Education Program  
Specialist II


  
**HAYDEE G. ISIDRO**  
Education Program  
Specialist II


  
**HARTZELL P. VIROCEL**  
Planning Officer III

  
**JESS O. NAUNGAYAN**  
Dentist II

**DENNIS R. RAGASA**  
Medical Officer III

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

  
**DIANALOU ISABEL T.  
CALINDAS**  
Administrative Officer IV

  
**CLARE GLO B.  
BARTOLOME**  
Administrative Officer IV

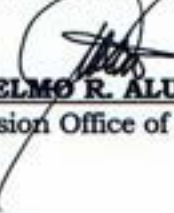
  
**SHEILA E. MECOS**  
Information Technology  
Officer I

  
**JOHN MARVIN M.  
GACUTAN**  
Administrative Officer V

  
**JOAN A. ACOSTA**  
Accountant III

  
**CARLO GABRIEL G.  
ANNAGUEY**  
Administrative Officer V

  
**MARIECON G. RAMIREZ**  
Assistant Schools Division Superintendent

  
**ANSELMO R. ALUDINO**  
School Division Office of Candon City