



- ✓ Republic Act No. 7877, Anti-Sexual Harassment Act of 1995
- ✓ Republic Act No. 9262, Anti-Violence Against Women and Their Children Act of 2004
- ✓ Republic Act No. 7192, Women in Development and Nation Building Act
- ✓ 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
- ✓ Republic Act No. 8972, 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
- ✓ 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
- ✓ 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
- ✓ Republic Act No. 7041, An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Thereof and for other purposes
- ✓ Republic Act No. 7277, Magna Carta for Women: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for other purposes
- ✓ Administrative Order No. 25, s. 2011, Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems
- ✓ CSC MC No. 2, s. 2001, Revised Policies on the Settlement of Grievances in the Public Sector
- ✓ Handling of Internal Complaints/Grievance Process
- ✓ 2017 Rules on Administrative Cases in the Civil Service

- ✓ CSC MC No. 07, s. 2007, Program on Awards and Incentives for Service Excellence (PRAISE)
- ✓ CSC MC No. 24, s. 2017, 2017 Omnibus Rules on Appointment and Other Human Resource Actions
- ✓ CSC MC No. 7, s. 2014, Encouraging Government Agencies to Hire Persons with Disabilities (PWDs)
- ✓ CSC MC No. 10, s. 1989, Establishing the Personnel Development Committee (PDC)
- ✓ CSC MC No. 43, s. 1993, Streamlining and Deregulating Human Resource Development (HRD) Functions
- ✓ CSC MC No. 28, s. 1990, Reiterating Certain Policies in the Conduct of Government Training and Development Program
- ✓ CSC MC No. 6, s. 2012, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)

V. RELATED POLICIES AND PROCEDURES

The following related policies and procedures are also considered in the formulation of this Policy.

- ✓ 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, 2. 2014, Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Rationalization Program under Executive Order 366 s. 2004
- ✓ 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. 2, s. 2015, Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education

✓ DepEd Learning and Development Manual

VI. DEFINITIONS

A. Equal Employment Opportunity (EEO) - refers to the non-discriminatory and non-bias treatment of all applicants/employees to a position/designation/assignment following the principle of equal opportunity to all regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

B. Discrimination - is any distinction, exclusion or restriction made on the basis of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

C. Indirect Discrimination - occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against.

D. Bullying - refers to an act or series of acts directed towards a person or group of persons with the intent to injure the mental, emotional or physical well-being or, even absent such intent, results into the mental, emotional or physical well-being of the person or persons to which the act or series of act is/are directed.

E. Specialized Group - refers to those groups which need special attention or consideration from the agency, such as but not limited to Pregnant Women, Solo Parents, Senior Citizens, Differently-Abled Persons, and Indigenous Peoples.

VII. GUIDELINES ON EQUAL OPPORTUNITY PRINCIPLE (EOP)

A. GENERAL POLICY STATEMENT

The Department of Education - Caraga acknowledges and upholds the right of all persons to be treated with fairness and equality and commits to providing consistent, merit based employment, performance management, training, and rewards and recognition processes and practices that follow the Equal Employment Opportunity. The Department of Education Caraga, in making any Human Resource decision or any related decision shall ensure that no person is discriminated against nor any person is unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity and fairness.

The Department of Education Caraga officials and employees, in line with the Department of Education's Core Values of *Maka-Diyos, Makatao, Makabayan & Makakalikasan*, believe that equal opportunity principles are expressions of respect and honor to human dignity and are foundations to a harmonious, peaceful and healthy working environment. The Department of Education Caraga shall adhere at all times to the equal

opportunity principles and shall not tolerate any form of discrimination, biases, prejudices and unfair treatment of individuals and shall take necessary actions to curb, eliminate and penalize any form of violation and offenses to equal, equitable, and fair treatment of individuals.

B. RECRUITMENT, SELECTION AND PLACEMENT POLICY

The agency shall strictly adhere to the equal employment opportunity policy. In keeping with this, DepEd - Caraga adheres to the principles of merit, fitness and equity. The recruitment and selection of employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination based on age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

1. Recruitment / Talent Sourcing

- a. DepEd - Caraga shall not print or publish or cause the printing or publication, in any media, including the internet, any notice of vacancy or recruitment notices/announcement suggesting preferences, limitations, specifications and discrimination or filter any employment application on account of age, sex and gender, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes of any applicant not relevant to the position or positions applied for.
- b. Notices of vacancies and any form of recruitment shall indicate DepEd - Caraga's Equal Employment Opportunity Principle.
- c. DepEd Caraga through the Personnel Unit/Personnel Selection Board shall undertake continuous proactive talent sourcing through career fairs, partnering and networking, and other innovative modes of sourcing to encourage more qualified applicants regardless of sex and gender, age, civil status, physical disability, religion, etc.
- d. All recruitment efforts shall be in such a manner that it shall not cause discrimination nor hinder any person from pursuing his or her application.

2. Acceptance/Receipt of Application and Relevant Documents

- a. All applications submitted shall be received without any discrimination at all.
- b. Regardless of whether the application submitted is electronic or print, whether walk-in or courier, or through facsimile, all applications shall be accepted.

- c. No application submitted, provided it is complete and submitted on time, shall be excluded. For this purpose, the office's receiving unit shall maintain a copy of the applications received through courier, personal delivery, and facsimile or at least record the details in a logbook or any other form of recordkeeping. The Chief of the Personnel Unit and/or in-charge of the receiving unit shall also check all and log or cause to be logged in a record, manual or otherwise, all applications received through email or other electronic means.
- d. An applicant whose submitted documents are not complete shall be formally informed thru letter or any written communication of such deficiency and shall be given reasonable time to comply as determined by the HRMPSB or, if delegated, by the Personnel Unit.
- e. An applicant who fails to submit the required documents within the given period shall be removed from the list of applicants. He/she shall then be formally informed of such removal.

3. Initial Assessment

- a. Initial assessment which consists of matching the applicant's credentials with that of the minimum qualification standards of the position shall not take into consideration any other information external to the Qualification Standards of the position.
- b. All applicants who are not included in the list of Qualified Applicants shall be informed in writing which shall indicate the reason for his or her disqualification which shall not in any case be on account of his or her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, or other insignificant attributes or characteristics.
- c. In the preparation of the applicants' profiles, only important personal information and pertinent credentials shall be included and all other data/information regarding the applicant that is not relevant for screening purposes shall be excluded especially if it will only cause or be a source of bias, prejudice or discrimination.
- d. From this point forward, only the performance of the applicants in the screening process shall be taken into consideration for coming up with the final recommendations to the appointing authority subject to the results of the background investigation which shall also strictly incorporate the principles of equal employment opportunity.

4. Written Examinations

- a. All applicants who are deemed qualified based on the Qualification Standards of the position, shall be informed of such fact and of the schedule of the examinations.
- b. All applicants who will take the examinations shall be informed of the things to bring for the examination. It shall be the duty of the assigned staff member of the Personnel Unit to ask the applicant if he or she has any and all of the things needed for the examination such as but not limited to laptop, calculators and the like. Should the applicant be unable to bring a thing or item, which is a reasonable tool to be used for the examination, it shall be the duty of the office to provide him or her and the duty of the Personnel Unit to secure the said item or tool to be used by the applicant(s) during the conduct of the examination.
- c. The checking of the examination answers shall be objective and in no case shall the answer sheet bear any information regarding the applicant other than his/her name or code as the case may be. The applicant's expression of himself/herself as may appear in the answer sheets shall not be treated in such a way that will prejudice the applicant or discriminate him/her. Provided the answers therein are correct, nothing that may give a clue as to the applicant's sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes should be taken against him or her.

5. Practical/Technical/Functional Test

- a. Practical tests should be designed prior to the initial assessment of applicants with the objective of testing the capability of the applicants to perform the tasks of the position applied for.
- b. If in case there are persons with special need – persons/applicants with disabilities, senior citizens, pregnant women, undergoing medical treatment or rehabilitation from injury (e.g an arm or leg is in cast, recuperating from surgical wound), then they shall be afforded the supports as follows provided such support does not indicate their inability to perform the tasks required of them should they be hired nor result into giving them undue advantage:
 - i. For applicants with vision impairment, a reader and/or encoder shall be assigned to him/her. If possible, the use of a Braille or any system to afford him/her independence shall be employed. In case of unavailability of the aforementioned equipment, DepEd Caraga shall partner with an accredited institution that has the expertise in conducting such exam. This will be through memorandum of agreement or any form of agreement to assist applicants with vision impairment or any similar form.

- ii. For deaf or hard hearing applicant, written instructions and/or test data (if the test prepared is not written or typed) shall be provided.
- iii. For senior citizen applicants, assistance shall be given as may be necessary provided it shall not result into an undue advantage to him/her.
- iv. For applicants whose physical disability (other than vision impairment and hearing) consists of difficulty in mobility (e.g. has difficulty walking or climbing, is using wheelchair or crutches, arm or leg in cast, etc.) the examinee shall be accommodated in a PWD friendly testing area or room. He or she shall be afforded such other assistance as the case may be provided it will not result into an undue advantage to him/her.

All applicants with special needs may have time extension in taking the functional test provided that the extension is necessary and reasonable and shall not constitute undue advantage to them.

- c. The provision of paragraph b of number 4 (on written examination) shall also apply in the conduct of practical tests.
- d. During the conduct of practical tests the administrator or examiner shall give appropriate regard to the persons expression as to roles (i.e. no gender discrimination); attire (i.e. no dress code required) if not relevant to the screening process or the position applied for (to avoid discrimination as to religious beliefs and practices, socio-economic status, ethnic background and such other attributes of the applicant); language, pronunciation and accent (to avoid ethnic or racial discrimination, gender discrimination).
- e. In the checking of the of the practical test, the checker shall maintain objectivity and shall focus on whether the applicant has given or produced what is expected and shall not take into consideration matters that were observed, noted or discovered about the applicant during the conduct of the test significant in any way to the performance of the task(s) given. The provision of paragraph c of number 4 above (on written examination) shall apply where possible or relevant.

6. Interview / Behavioral Event Interview

- a. The interview shall be conducted by the qualified members of the pool of interviewers and/or members of the HRMPSB.
- b. The interview shall be conducted in a venue where interviewers and applicant-interviewee are reasonably afforded the privacy and confidentiality. The venue should also be prepared in such a manner that it is not intimidating to the interviewee or cause him/her to be self-conscious about her looks (including

attire, make-up, physical attributes, etc) or nervous, or feel in anyway insignificant or out of place.

- c. Applicants with special needs shall be afforded the assistance needed for the interview. The provisions on the conduct of functional test shall likewise be observed inasmuch as applicable with the following modifications/additions:
 - i. Applicants who are hearing impaired shall be provided a printed copy of the question asked by the interviewer(s)
 - ii. Applicants who have speech disability will be given the option to write down his/her every response or to have the entire interview be converted into a written one. In case of conversion of the interview to a written one. The applicant shall be given ample time to answer all the question in the same way interviews are made to permit the applicant to fully answer the questions thrown at him/her. After the initial answer of the applicant, a set of follow-up questions to clarify responses shall then be written or typewritten and the applicant will then again be given enough time to answer the same. The interviewer(s) may interview another applicant while the applicant who is hard of hearing is answering the questions in writing.
- d. The interview shall be structured and shall follow a set of questions as planned by the HRMPSB prior to the actual interview and follow-ups for questions may also be raised.
- e. The interviewers shall at all times observe equal opportunity principles during the conduct of interview and shall not in any way make any remarks, gestures, or other forms of perceptible communication that shall suggest preference, bias, discrimination, prejudice or unfair treatment towards the applicant. Bullying shall be strictly prohibited and so are other conduct that tends to embarrass, demean, humiliate or in any way offend or injure the honor, dignity and self-respect and self-esteem of the interviewer.
- f. The applicant shall not be judged based on the disclosures made that are not relevant to the position applied for, such as his/her age, gender preference, civil status, pregnancy, poverty or wealth, political affiliation, religious beliefs and practices, ethnicity or race, disability or such other attributes.
- g. During the deliberation and/or meeting for consensus ratings, all interviewers shall refrain from expressing his/her views that may disparage the applicant when such is related to the latter's age, gender preference, civil status, pregnancy, poverty or wealth, political affiliation, religious beliefs and practices, ethnicity or race, disability or such other attributes that are not relevant to the positioned being applied for and in no way has bearing on his/her capacity to perform the job.

- h. The comparative assessment report shall not contain any disclosures and observations especially if it will only result in influencing the selection by the appointing authority to the disadvantage of the applicant.

7. Background Investigation (BI)

- a. The background investigation shall only be conducted by competent employees of DepEd Caraga , as may be identified by the HRMPSB.
- b. The conduct of background investigation shall be structured and shall consist of questions that are uniform for all applicants for the same position. The questions shall focus on the competencies as may be relevant to the position applied for and character of the applicant but only insofar as such character has bearing on the values of DepEd and the integrity and work attitude of the applicant.
- c. No investigator shall be assigned to background check the background of an applicant if the HRMPSB believes or has reason to believe that the investigator has biases for or against the applicant.
- d. In planning the background investigation (BI), the investigator shall select the interviewees, as far as is known to him/her, who is not strongly in favor of or against the well-being, fortune, promotion, or good of the applicant. If in the course of his/her investigation, he/she finds that the interviewee is strongly and clearly for or against the applicant within the bounds of rationality, the investigator shall add another interviewee and, if he/she sees it fit, disregard information gathered from the former interviewee. The investigator shall interview a number of persons (not lower than three or any number as may be set by the HRMPSB) as he/she deems necessary to satisfy the purpose of the investigation and may increase the number if, in his/her judgment, the original number of respondents as interviewed thus far, is not sufficient to achieve the purpose of the investigation.
- e. In the conduct of the investigation, the investigator shall only ask the questions as set and shall only make follow-up for clarification of the responses. He/she shall not entertain any biases, prejudices or personal differences between the interviewee and applicant. He/she shall also refrain from digging up such other information as the responses of the interviewee may lead unless such pertains or is relevant to the competency or character of the applicant and bears on his/her capacity to maintain the values of DepEd or on his/her work attitude.
- f. In the preparation of the BI report, the investigator shall not include anything not gathered during the investigation nor exclude any information gathered to the disadvantage of the applicant subject of his/her investigation. He/she shall not prepare the report in such a manner that is intended to influence or will tend to

influence the HRMPSB or the appointing authority and shall at all times stay true to the results of the conduct of his/her investigation. For this purpose, the HRMPSB shall require the investigators to hand in their notes or other form of records for first-hand information gathered from interviewees.

- g. The background investigation – the assignment of investigator to applicant, the dates of the conduct, the results and the reports made – shall strictly be confidential in nature. Any person who, by nature of his/her function or by any means acquired any information regarding the details of the investigation, and divulged or shared the same to another shall be dealt with appropriately.

8. Proceedings of the HRMPSB and preparation of the Rank List/Comparative Assessment Report

- a. The proceedings of the HRMPSB shall be held in privacy to avoid any leakage of information regarding the screening process.
- b. During deliberations, the members of the HRMPSB shall ensure that Equal Opportunity Principles (EOP) are observed and/or practiced. If at any given stage of the screening process, a member find that he/she cannot maintain or find it difficult to maintain objectivity or uphold the equal opportunity principles, he/she must inhibit himself/herself from further joining in the proceedings/deliberations of the board.
- c. The members of the HRMPSB shall conduct themselves in such a manner expected of champions of equal employment opportunity and shall refrain from any act that may unduly jeopardize the opportunity of any person to be selected or appointed for the position applied for. No member shall exert any influence on another member or on the entire body to the advantage or disadvantage of any one or more applicant if such violates the principles prescribed herein.
- d. Should a member of the HRMPSB find that another member is violating or unable to maintain the equal opportunity principles, he/she must point out such finding/observation to the Chair of the HRMPSB who shall then act on such information with immediacy. If the Chair of the HRMPSB is the one guilty, the same may be reported to the higher authority.
- e. The preparation of the Rank List by the Personnel Unit shall be in such a manner that only relevant information is contained therein and that the policy as herein prescribed are observed. For this purpose, the Rank List shall be reviewed by the HRMPSB to ensure that equal opportunity policies are not violated.
- f. The Rank List shall not be submitted unless and until signed by the members of the HRMPSB that shall signify their approval of the contents thereof as well as the observance of all policies, rules and regulations including Equal Employment Opportunity Principles (EEOP) policy.

9. Selection by the Appointing Authority

- a. The appointing authority shall select only from among the recommended applicants of the HRMPSB as supported by the Rank List. Should the appointing authority choose not to appoint from among the list, he/she shall state such decision in writing and shall inform the board of his/her reason.
- b. As for choice of appointee or decision not to appoint, the same shall not be treated as violation of the equal employment opportunity policy unless a pattern can be established based on records that strongly suggests bias for or against certain persons belonging to a specific category unless such is pertinent to the position for which appointments were made (e.g. choosing CPAs for accountant positions, lawyers for lawyer or investigator positions, physically fit persons for manual labor jobs, etc).
- c. The decision/choice shall be final and cannot be questioned. The appointing authority is afforded wide latitude of discretion inasmuch as his/her decision is limited to choose from among the recommended applicants or to not choose at all. The exercise of such discretion shall be respected and should not be taken as violation to the equal employment opportunity principle unless manifest or obvious based on records of appointments made. In this remote case of manifest violation by the appointing authority, the same shall not be actionable and if anything, is only an indication of his/her support and adherence to the equal employment opportunity.

10. Onboarding/Placement

- a. The appointee shall, after undergoing the usual ceremonies associated with appointment, be informed or made aware of his/her role and the expectations of the office, his/her supervisors, peers and/or direct reports.
- b. For purposes of onboarding, distinction shall be made between (1) those required to undergo a probationary period, and (2) those that are not. For this purpose, the ORAOHRA shall apply to determine who needs to go on probation and who need not. This distinction shall not be construed as discrimination or unfair as this is for a valid and legitimate purpose.
- c. Appointees required to undergo probation shall be informed of such fact as well as of the details of their probation. They will be subjected to a thorough assessment of their performance capabilities and character. For purposes of assessing their performance, the equal opportunity policy under performance management, as far as applicable, shall be observed.

- d. For the assessment of character, the provisions outlined in this policy on background investigation, as far as applicable, shall be observed/followed with the following additions/modifications:
- i. No negative feedback regarding the appointee's character shall affect his/her assessment unless reduced in writing.
 - ii. Only feedback on character that are not in any way related to the appointee's sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, may affect the assessment. Any feedback relating on one or more of these shall not be considered.
 - iii. The appointee, before any action as may necessarily be brought about by comments and feedback on his/her character, shall be informed of the comments and feedback.
 - iv. The appointee, granting that he/she may lose his/her job, shall be afforded the opportunity to disprove or rebut any negative comment/feedback on his/her character in line with the principles of fairness.
 - v. The Management, shall ensure that the comments and feedback on the character of the appointee do not stem from discrimination, bias, prejudice or unfair treatment of the appointee.
 - vi. The Management and the supervisor shall take into consideration the side of the appointee in deciding whether he/she is retained or separated.
 - vii. Should the decision be to terminate the services of the appointee, he/she shall be informed of his/her right to appeal the same in a proper forum.

C. PERFORMANCE MANAGEMENT SYSTEM

In the implementation of the Performance Management System with utmost consideration to Equal Opportunity Policy, the Department of Education-Caraga Region is committed to providing fair, safe, inclusive and respectful mechanism which is free from discrimination. Equal opportunity means that every employee can participate freely and equally in the Planning, Monitoring, Evaluation and Rewarding. In each stage of the PMS cycle shall be solely based on the organization's need, customer demand, and relevant trends vis-à-vis the workforce capacity, available technology, and other physical/material constraints and such other relevant personal circumstances of the individual employees that

have direct bearing on their performance though not necessarily by choice. The age, gender, civil status, disability, religion, ethnicity, social status, economic standing, paternity and filiation, political affiliation, pregnancy or other similar factors/personal circumstances should not be taken into consideration unless such consideration shall be to the benefit of the individual without causing undue disadvantage to others.

1. Performance Planning and Commitment Setting

- a. All employee shall be involved in the Performance Planning. No employee shall be deprived of his participation in the planning and commitment setting of his/her targeted output.
- b. Employees 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.
- c. Female employees 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. Male employees whose legal spouse (or one of the legal spouses) is expected to give birth within the planned performance rating period shall also be allowed adjustment in their targets to accommodate their leave by the time their legal spouse gives birth. This should apply to all males whether or not they are still entitled to apply for paternity leave or, having used up all allowable paternity leave, would apply for vacation or other leave.
- e. PWD employees shall be given targets which are not impossible or difficult for them to achieve or deliver.
- f. Employees who will be on study or scholarship leave shall likewise have their targets adjusted or, if necessary on account of the period covered by the study or scholarship, no longer given targets.
- g. All employees shall not be forced to perform or deliver any target that would cause them to violate their religious beliefs and practices.
- h. All such other planned, scheduled, or expected events that will occur in the planned performance rating period that will affect any one or more employees shall be taken into consideration during performance planning and commitment setting to ensure that no person is given targets that would prove difficult or impossible for him/her to deliver or achieve.

- i. The supervisor shall ensure that the unit 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.
- j. The Policy, Planning and Research Division (PPRD) and Performance Management Team (PMT) shall likewise make the necessary adjustments on the organization's targets or measures of performance, or of the success indicator, as may be necessary, to take into account the adjustments in the targets of individuals and units.
- k. No person shall be given a task that is not within the required competence of his/her position without the person's consent.
- l. No person shall be given workload in such quantity or amount that would deny him/her the right to have work-life balance.
- m. No person shall be given the workload of another if doing so will give undue benefit to one at the expense of another.
- n. No person shall be deprived of the right to enforce any provision of this policy taking into account his/her salary, position, and such other relevant personal circumstances.
- o. The Approving Authority shall not approve any Performance Commitment and Rating Form without the signature of the employee concerned and his/her Division Chief/Unit Head.
- p. Should the Office/Agency/Planning Committee/PMT notices or receive information of any violation of this policy or would tend to violate this policy, they shall act on it with immediacy or cause it to be reviewed and resolved. All necessary actions and corrections shall be done before any commitment and rating form is finally approved.

2. Performance Monitoring and Coaching

- a. Performance monitoring shall be fair. No person shall be treated in such a way the he/she is distinguished from among the rest or in a manner that will make him/her feel isolated or ostracized.
- b. Performance monitoring shall take into consideration agreed targets of each individual after all the necessary adjustments in observance of this policy.
- c. No person shall be deprived of his/her right to provide feedback to his/her Division Chief/Unit Head as to the need to adjust targets when new tasks are assigned or when there are changes in the expected output or deviations from

plans or when he/she feels that there is hindrance to his/her performing the tasks or delivering the output.

- d. No person shall be unduly excluded in the regular intra-period assessment of his/her performance. Each person shall be duly informed of his/her performance during said assessment (e.g. monthly or quarterly) especially if it will have a bearing on his/her performance ratings by the end of the period.
- e. Coaching shall be made when appropriate and only when solicited.
- f. Mentoring or other forms of intervention shall be provided to anyone who shall be benefited by such mentoring or intervention.
- g. Supervisors shall at all times ensure that no direct report is unduly favored or unfavored in terms of workload and shall make the necessary adjustments if previously unplanned or not foreseen.
- h. The Division Chief/PMT/Division Chief/ Head of office/agency shall take note of any adjustments in the target output or deliverables of any employee and ensure that such are taken into consideration when performance evaluation comes.

3. Performance Evaluation

- a. Performance evaluation shall be objective, and no person shall be rated based on his/her behavior irrelevant to the achievement of targets or performance of tasks. It shall strictly focus on the comparison between the target or commitment and actual accomplishments.
- b. Performance evaluation shall take into consideration any unforeseen or unexpected changes in the circumstances of individuals that have direct bearing on their performance such as but not limited to rehabilitation leave for work-related injuries, unexpected miscarriage/delivery of female employee or of spouse of male employee, prolonged absence due to official business, interruptions due to contingencies or by directive, and such other similar circumstances.
- c. No person shall be deprived of his/her right to have due participation in the rating of his/her performance. There must be agreement between the supervisor and direct report as to the actual accomplishments and how these are to be rated. Neither supervisor nor direct report can enforce his/her desired rating on the latter's IPCR without providing any evidence.
- d. No person shall be deprived of his/her right to raise issues and /or concern regarding his/her performance rating to the appropriate body or forum.

- e. All issues/concerns raised shall be resolved within a period prescribed by existing rules.
- f. Performance ratings shall not be finalized unless and until any and all issues are resolved.

4. Performance Rewarding and Development Planning

- a. Outstanding performance shall be recognized regardless of the circumstances of the performer. Once ratings are approved, no feedback – formal or otherwise, shall be entertained to cast doubt on the evaluation process and deprive any person of the recognition due him/her.
- b. Development planning shall carefully consider the personal circumstances of each person and his/her desire for advancement and growth. However, the supervisor shall, based on his/her observation and other proof, have a say in the developmental planning of the direct report. In any case, the supervisor and direct report shall agree upon these matters.
- c. No person shall be unduly excluded in the development plan. The Regional Office and PMT in collaboration with the Division Chiefs shall ensure that all employees shall be included in development plan. Reasonable exclusion (e.g. upcoming retirement or transfer or other forms of separation) shall be with the consent of the employee concerned.
- d. The policy under Learning and Development, insofar as practicable and relevant, shall apply to development planning.

D. LEARNING AND DEVELOPMENT (L & D)

Learning needs assessment and L & D Planning, Design and Development, Delivery, Monitoring and Evaluation in DepEd Caraga Region shall incorporate the principles of equal opportunity for all such that no person, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes, shall be discriminated and excluded; that all are treated equally, equitably, and fairly.

The provision of L & D interventions shall be based on Individual Development Plan (IDP), competency gaps, accomplishments/work performance, job requirement and not on age, position, influence, disability, gender, sexual orientation, religion, marital status, political affiliation or other factors that are remotely relevant to any L & D intervention.

Aside from the regular work-related L & D interventions, DepEd Caraga shall also provide training orientation for specialized groups so they will be more informed and equipped about their rights and privileges.

1. LNA and L & D Planning

- a. L & D Planning shall involve any person within the organization. Nobody shall be left out nor anybody's learning and development needs be disregarded or ignored.
- b. In planning for L & D of DepEd Caraga, the following processes/policy shall be observed:
 - i. The results of the online competency assessment or any other form of learning needs assessment shall be the starting point for the Individual Development Plan) IDP). All gaps identified for each person, whether for the current position or desired higher position, shall be noted.
 - ii. Supervisor's comments and recommendations, in agreement with the individual concerned shall be incorporated in the IDP.
 - iii. The HRD shall consolidate the results of the IDP as prepared and reviewed by the individuals and supervisors concerned. No filtering of data/information shall be done at this level.
 - iv. Based on the consolidation, the HRD will prepare a report to be presented to the Personnel Development Committee. The HRD shall also gather information as to L & D offerings both internal and external to DepEd Caraga. As far as practicable, the HRD shall look for L & D offerings that will address all the learning needs of all employees.
 - v. Based on the list of gaps and recommendations as against the offerings, the HRD shall prepare an initial match to address the learning needs.
 - vi. The PDC, in a meeting scheduled for the purpose, shall ensure that all persons shall be afforded L & D interventions and shall prioritize the provision according to the urgency, or gravity of the gap or the need to be addressed. They shall also take into consideration the principles of this policy such that no person shall be deprived of participation in L & D interventions or programs when such would result to his/her disadvantage. However, if for reasons of financial and operational constraints, not all learning needs are addressed, such will not be taken as violation of the equal opportunity principle provided that every individual shall be provided L & D interventions as equitably as possible.
 - vii. The PDC shall take into consideration the policies outlined under performance management in planning the L & D for the organization and for each individual.

2. L & D Design and Development

- a. In case where learning needs is common to all DepEd Caraga employees, and should there be no L & D offering to address such learning needs, in-house training shall be designed.
- b. For in-house training, the HRD or learning service provider and/or any such responsible persons shall observe the following:
 - i. Designing of the training shall take into consideration not just the learning needs but also the learning styles and learning capacities of individuals.
 - ii. The design of the training shall be people-centered and shall take into consideration the personal circumstances of the individuals. The person in-charge shall make sure that each person regardless of age, position, sex and gender, civil status, physical attributes, and assignment shall have access to such training if so required by his/her IDP.
 - iii. The development of the trainings shall be consistent with the design to ensure that nobody is excluded or will feel excluded or find it difficult to learn because of failure to observe equal opportunity principles.
- c. The HRD or learning service provider or responsible person shall continually improve the design and development of trainings to address any issues on equal opportunity in the design and development of trainings.

3. L & D Delivery

- a. The delivery of the L & D intervention or training shall be consistent with the design and development thereof. However, if the course administrator and/or resource speaker or facilitator notice inadequacy in the design and development to cater to the needs of the participants, he/she and/or they must make the necessary adjustment in order not to frustrate the objective of the training.
- b. The following should guide the administrator, resource speakers or facilitators, and members of the secretariat during the conduct of trainings:
 - i. PWDs shall be seated in such a way that their disability will not hinder or will have the least effect on their learning.
 - ii. In choosing a venue, the following should be observed:
 - a. PWD-friendly. If possible, such trainings should be on ground floor and shall be accessible to PWDs.
 - b. Restrooms are PWD-friendly and are easily accessible from the training room.

- c. Availability of breastfeeding area or lactating area
 - d. Safe Learning Environment – Include availability of safety regulations at the workplace/L&D venue, provision of First Aid and assistance to vulnerable persons or groups with special needs, and reporting of occupational hazards and their preventive measures. Ensure presence of Medical Officer/Team to look into the health conditions of participant's/learning facilitators.
- iii. Senior citizens and pregnant women shall likewise be given seats most comfortable for them. The provision of item ii shall likewise apply if there are senior citizens or pregnant women among participants.
 - iv. The administrator, resource speakers or facilitators, and members of the secretariat shall at all times be sensitive to the diversity of the group and shall not do any act that may offend any person on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes.
 - v. Workshops and other activities shall be conducted in a way that persons with special needs (PWDs, senior citizens, pregnant women) are not unduly burdened while at the same time, are not excluded therefrom.
 - vi. The facilitator shall at all times treat people with special needs with care and sensitivity while at the same time not giving them too much attention. Such as, to the time taken, manner of participation, and contribution by persons with special needs.
 - vii. The facilitator shall ensure the participation of all members of the group to ensure that no person is excluded or feels excluded. He/she shall respect the ideas of each participant and shall refrain from such acts that can hinder the effective learning of any participant.

3. L & D Monitoring and Evaluation

- a. Conduct of L&D programs should be monitored and evaluated to ensure that equal opportunity principles are observed and upheld. The conduct of in-house trainings should take into account the reaction, comments, and feedback of all concerned.
- b. The HRD shall monitor the implementation of the L & D plan of DepEd Caraga as well as the IDP of every employee.
- c. The HRD shall, in collaboration with supervisors, take appropriate action if there is a risk that the IDP of an employee will not be substantially implemented. The same shall apply if there is a risk that DepEd Caraga L&D plan which may not be

substantially implemented. In which case the HRD shall inform the management of the possible courses of actions to remedy the situation or avert the risk.

- d. The management, supervisors and the HRD shall evaluate the trainings attended by the employees with consideration of the equal opportunity principles herein prescribed.

E. REWARDS AND RECOGNITION

DepEd Caraga implements the Program on Awards and Incentives for Service Excellence (PRAISE) pursuant to the Revised Policies on Employee Suggestions and Incentive Awards System under CSC MC No. 01, s. 2001 aligned with the provisions of DepEd Order 9, s. 2002, Establishing the PRAISE in the Department of Education.

The R&R shall likewise promote uniformity and consistency in the implementation of the awards and incentives program in the Department of Education Caraga. It shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall recognize and reward officials and employees (teaching, teaching-related and non-teaching), individually or in group for their valuable suggestions, innovative ideas, invention, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in the Department of Education Caraga operation that leads to productivity that has impact to the country and to the clients.

DepEd Caraga Rewards and Recognition shall incorporate EOP policy such that R&R programs – from formulation, nominations, screening and deliberations, and awarding shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

1. R&R Program Design/Formulation

- a. The design of an R&R program shall take into consideration the need to afford all employees the chance to be nominated. For this purpose, there shall be as many programs as practicable so that all teaching, related teaching, and non-teaching personnel of DepEd Caraga, regardless of employment status, sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing shall have the chance to be recognized and rewarded.
- b. The PRAISE committee shall continually improve the programs to ensure that equal opportunity principles are observed and promoted in the R&R of DepEd Caraga.

2. Nomination

- a. Nominations for R&R shall strictly follow the guidelines set for each R&R program and shall not exclude anyone for any reason other than the fact that his/her nomination does not follow the guidelines.
- b. Anybody should be allowed to nominate anyone without fear of judgment provided that he/she is given such right in accordance with the guidelines for the R&R program.
- c. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Any violation shall be dealt with accordingly.

3. Screening and Deliberation

- a. The Screening Committee shall strictly follow the criteria set for each R&R program. No nominee shall be removed at any stage of the screening or selection for any reason other than that he/she can no longer proceed to the next stage following the guidelines and criteria as set.
- b. Deliberations for the selection of awardee(s) in case the R&R program calls for only one or a limited number of awardees shall observe EOP such that no nominee is removed without a valid reason. The superiority of the qualification of other nominees who shall proceed to the next stage or to be finally awarded shall be considered a valid reason. For this purpose, the provisions on deliberations of applicants/ for employment, as far as practicable shall also apply.
- c. Should the screening committee decide that background investigation or validation shall be conducted, the provisions on the conduct of background investigation on applicants, as far as practicable, shall also apply.
- d. No member of the screening committee or validators shall knowingly or intentionally demonstrate bias, prejudice, or discrimination towards any nominee. Appropriate action shall be taken in case of violations.

4. Awarding

- a. The results of the screening and deliberations, unless there is/are reason(s) to believe that a violation of the EOP has occurred, shall be final and respected. No feedback after the process is completed shall be entertained that may undermine the whole process.
- b. The awarding ceremony shall be consistent for each program to avoid any unnecessary comparison.

- c. The prize or reward given should be in accordance with the guidelines set for each R&R program. No one shall be denied his/her rightful reward as indicated in the guidelines, save for any changes or amendments communicated prior to the nominations.

VIII. RESPONSIBILITIES

To ensure the effective implementation of this EOP Policy, the following key people shall be engaged:

- a. Top Management - The top management shall put the EEOP/EOP in place, educate its officials and employees, and ensure implementation and compliance by all offices.
- b. Human Resource Development Division (HRDD) – The HRDD shall:
 - 1) Conduct orientation on EOP policy and provide technical assistance on issues regarding EOP policy.
 - 2) Ensure the continued observance of the EOP by using methods that appeal to the most diverse range of applicants.
 - 3) Perform Learning Needs Analysis (LNA); determine the root-cause issues on EOP barriers and provide the relevant L&D intervention; and spearhead change management initiatives to ensure the full implementation of EOP.
 - 4) Review, monitor, and evaluate the actions undertaken by DepEd Regional Office relevant to the implementation of the EEOP.
- c. Finance Division – The Finance Division shall conduct DepEd facility scan that will address simple/relevant issues and shall ensure responsive accommodation on budget needs for mid-long term accessibility projects being proposed. It shall allocate budget, renovate facilities, and make necessary investment to remove/lessen workplace barriers.
- d. Functional Division Chiefs - Assume joint responsibility with the Regional Director in ensuring application of EOP policy in all HR Systems. They shall also ensure that all employees understand and implement this policy and ensure that an appropriate work culture is maintained.
- e. Employees- Act as partners of management and their co-employees in ensuring the application of EOP Policy. All employees have a responsibility to ensure that he or she does not discriminate against, harass, bully, victimize or vilify another worker, prospective employee, contractor, clients, partners, suppliers, or any other person at the workplace.

IX. LODGING A COMPLAINT

In cases of violation on the EEOP/EOP policy in Performance Management, Rewards and Recognition, Learning and Development and Recruitment, Selection and Placement, the process on complaints handling shall be followed:

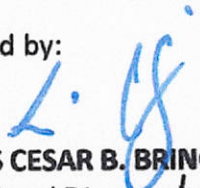


- a. Complaint Letter;
- b. Receive and Record of Complaint letter through the Human Resource Development Division; and
- c. The Complaint letter will then be submitted to the management.

X. EFFECTIVITY

This Equal Opportunity Principle Policy shall take effect immediately upon approval by the Regional Director. This shall also be reviewed every three (3) years to ensure that the policy is being adhered to and that the policy does not include requirements or conditions that may lead to discrimination.

Approved by:


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



April 15, 2019

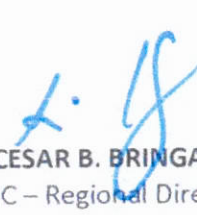


REGIONAL ORDER
No. 21 s.

**POLICY AND GUIDELINES ON SCHOLARSHIPS AND OTHER TRAINING GRANTS
OF DEPARTMENT OF EDUCATION CARAGA**

**TO: Schools Division Superintendents
Chiefs of Functional Divisions
This Region**

1. For the information and guidance of all concerned, this Office issues the enclosed copy of its customized **Policy and Guidelines on Scholarships and other Training Grants of Department of Education Caraga**.
2. This Policy shall take effect immediately upon issuance.
3. All Regional Orders, Memoranda and other related issuances inconsistent with this policy are deemed amended accordingly upon its effectivity.
4. Immediate dissemination and strict compliance with this Order is directed.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Encls.: As stated

References: DepEd Order No. 68, s. 2009;

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

Policy

Scholarship

Training Grants

HRDD04/mmv
04/15/2019

DC No.
DepEdRO13-F-REC-009/RO/5-7-2019

Document Tracking No.
2019-05-6717



(085) 342 - 8207



caraga@depEd.gov.ph



www.caraga.depEd.gov.ph



ANNEX L

**Policy and Guidelines on Scholarships and Other Training Grants
of Department of Education Caraga**

I. General Provisions

1. Statement of Policy

The Department of Education (DepEd) Caraga Regional Office fully supports the continuous development of its manpower to improve performance through scholarship/ fellowship and training grants local and overseas among others. The DepEd Caraga aims to attain well-developed and highly professionalized personnel through a continuing human resource development program by sending the most qualified and deserving employees to local or foreign scholarship and training grants.

The field of study of all scholarship and training grants shall be supportive of the Department's mission, goals, objectives and programs. Priorities should be properly equated with the program thrusts of the Department occasioned by the present needs and demands.

2. Scope

These policy and guidelines shall apply to all officials, teaching, teaching-related and non-teaching personnel of DepEd Caraga. This also covers scholarship and trainings sponsored by external agencies provided that they are not directly or indirectly related to manufacturing or distribution of tobacco products and/or liquors; may be local or foreign exchange; degree or non-degree programs.

3. Related Issuances

All scholarship and training grants are subject to existing government policies, rules and regulations, particularly those of the following:

3.1. Executive order No. 129- Providing Rules and Regulations Governing Official Travel Abroad of Officials and Employees of the Government both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and other Expenses Therefor.

3.2. Executive order no. 367 - Further Amending Executive Order No. 129 Dated May 6, 1968 As Amended by Executive Order No. 421, Dated November 26, 1973.

3.2. Executive Order No. 421 – Amending Executive No. 129 dated May 6, 1968.

3.3. Letter of Instruction No. 395 – Scholarship Program in Public Administration.

3.4. CSC MC No. 2, s.1977 – Rules and Regulations implementing National Scholarship for Development (NSDF).

3.5. CSC MC No. 13, s. 1987 = Guidelines for Nominating Candidate with Non-Permanent Appointments to Foreign Assisted Training/Scholarship Grants.

3.6. DepEd Order No. 68, s. 2009 - Scholarship and Training Grant/ Fellowship Pool



3.7. DepEd Order No. 13 s. 2007 - Reorganizing the DepEd Special Committee on Scholarships for Local and Foreign Grants.

4. **Definition of Terms**

- a. **Field of Study.** This refers to any academic interest related to work.
- b. **Foreign Scholarship Programs.** This refers to programs of technical assistance from various bilateral and multilateral donor agencies/countries/institutions, which essentially consist of a set of grants involving academic studies/foreign trainings awarded to individuals from the government and the private sector in the interest of public service.
- c. **Grantee.** He/She is a recipient of a scholarship program.
- d. **Local Scholarship Programs.** This refers to any academic programs/studies/fellowship held locally for the pursuit of higher degree of specialization in a technical or scientific field at a recognized institution of higher learning. They are designed for the professional advancement of the grantees in line with the work.
- e. **Nominee.** An employee who is nominated by the concerned unit endorsed by DepEd to the sponsoring agency/ institution
- f. **Re-Action Plan (REAP).** It is a detailed plan outlining actions which recipients of scholarships and trainings need to develop and implement to contribute to agency's organization performance.
- g. **Grants.** These are scholarships, fellowships and training or study grants secured, arranged, offered, or sponsored by the Philippine Government or any of its agencies or from outstanding local or foreign universities or institutions, or from outstanding foundations and scholarship programs.

II. **General Policies and Guidelines**

5. **Creation of Scholarship Committee.** A scholarship committee shall be created to evaluate the nominees and to recommend the most qualified to the Regional Director and to the Undersecretary concerned or Secretary for approval, whenever necessary as the case maybe.

5.1. The **Personnel Development Committee (PDC)** shall serve as the regional scholarship committee and shall have the following functions:

- a. lead the effort to proactively search for and tap scholarship opportunities both local and abroad, that would benefit the teaching and non-teaching personnel of the region;
- b. disseminate information on scholarship opportunities as widely as possible to all levels of DepEd Region organization including its attached units;
- c. screen and recommend nominees for scholarship grants, study tours and the like;
- d. lead in the efficient facilitation of these scholarship grants (including degree and non-degree courses); and
- e. recommend internal policies and procedures concerning scholarship availment, scholars' benefits and entitlements return service obligations application for extension and other related policies.



5.2. **Prioritization of Scholarships.** Priority for scholarship and training grants, both local and foreign training programs, shall be given to permanent employees.

5.3. **Pooling of Prospective Grantees.** To ensure smooth implementation of the DepEd scholarship programs, equitable allocation of scholarship/fellowship slots and avoid loss of scholarship slots due to delay in submission of nominees, the PDC shall maintain scholarship/ fellowship/ training grantees pool from where the nominees to specific programs shall be selected on the basis of criteria set by either the sponsoring agency or DepEd.

5.3.1. **Pool of Nominees.** To facilitate the pooling of prospective grantees, all offices concerned shall submit their nominees be on the basis of needs to the PDC. The following guidelines shall be observed in identifying the nominees:

- a. all SDOs shall maintain their pool of nominees for specific training areas;
- b. teachers and school administrators who were recipients of national awards shall be included in the pool;
- c. nominees selected should meet the following requirements and submit the document enumerated in 5.3.2; and
- d. the pool of nominees from each SDO shall be grouped by area of study or field of study.

5.3.2. **Basic Requirements.** In addition to existing laws, rules, regulations and policies, nominee selected should meet the following:

- a. has been in the service for at least 5 years with at least very satisfactory performance for the last two years;
- b. has shown strong leadership potential in the school and in the community;
- c. initiated innovations in the area being recommended;
- d. has no pending administrative case and a person of good moral character;
- e. is certified to be in good health by a local government physician and is fit to undergo serious studies away from his/her family for a week or more to one year;
- f. has sufficient command of English, both written and oral communication, or of a particular language specified by the sponsoring agency;
- g. has capability to disseminate or train other teachers/school administrator on the area studied upon returning from training manifested through a comprehensive Re-Entry Plan (REAP);
- h. must have at least 10 years remaining term in the Department of Education; and
- i. meets the additional requirements as needed by sponsoring agency.

5.3.3. **Documents for submission:**

- a. Personal Description Form (PDF)
- b. Service Records
- c. Certificate of no pending case
- d. Individual Performance Commitment and Review Form (IPCRF) for 2 consecutive years
- e. Certificate of good moral character
- f. Trainings/scholarships attended for the last three (3) years
- g. Medical Certificate
- h. Transcript of Records (Certified, Authenticated and Validated)



- i. Re-entry Action Plan (REAP). See Annex B.
- j. Leave Approval Form (CSC Form 6).

5.3.4. The pool of nominees from each division shall be grouped by area of study.

5.3.5. The Human Resource Development Division (HRDD) shall receive all nominations from the SDOs and make initial comparative evaluation of the nominees and select the most qualified among the candidates and shall be forwarded to the PDC for final evaluation.

5.3.6. The following Evaluation Criteria shall be used:

Evaluation Criteria	Weight
Job Relevance	20%
Experience and Outstanding Accomplishments	20%
Education and Training	10 %
Performance Rating	20%
Language and Communication Skills	10%
Character and Personality Traits	10%
Potentials	10%
Total	100%

5.3.7. The PDC shall be responsible for the judicious and fair evaluation of all nominees and shall see to it that only the most qualified shall be recommended.

5.3.8. Test and interviews shall be conducted by the PDC when deemed necessary.

5.4. **Direct Application.** Grantees/Trainees who are able to personally avail themselves of any training program may be allowed to go on official leave, as long as the course is related to their office and is subject to the discretion of the Head of Office and Schools.

6.0. In case where fellowship/training courses require counterpart funding like round trip fare, allowance, etc., the nominating divisions shall certify to pay for such expense item. As a general rule, pre-departure expenses of selected scholarships shall be charged to local funds.

7.0. The supervisor and the grantee/trainee, whether for local or foreign training programs, shall make a joint commitment with the Department to apply knowledge and expertise acquired from the training to their respective office unit and other units in the Department, using the form attached as **Annex D**.

8.0. Grantees/ trainees of all scholarship/training programs are required to undertake post-training sharing sessions in their respective offices within one month from arrival to disseminate among the staff, the knowledge, skills or expertise acquired from the training. The sessions should include, among other things, observations, experiences, and expertise that would improve the office efficiency, with emphasis on scientific/technical innovation. In addition, they should act as resource persons for in-house training/seminars where the expertise acquired are deemed necessary to enhance the subject/ course.



9.0. Grantees/Trainees shall render a narrative report to the PDC relative to the study indicating among others the following:

- 9.1. the grantee's position or designation and responsibility with brief indication of previous trainings and specific nature of work prior to his selection;
- 9.2. activities participated, and the knowledge and skills learned while in the program;
- 9.3. views and insights on how the study or trainings abroad or in the Philippines as the case may be, can contribute to the development of the agency; and
- 9.4. provide a long- and short-term recommendations and suggestions which he/she thinks the agency should undertake with the corresponding justification.

10.. In consideration of the acceptance of a scholarship, fellowship or training/ study grant, the grantee/trainee shall be bound to a contract with the Department based on the constitution stipulated in E. O. 129, s. 1968 for foreign-assisted scholarship or training programs and CSC MC no. 2, s. 1977 for local scholarship programs.

11. **Obligations of a Grantee or Trainee.** In consideration of his acceptance of a foreign scholarship/training grant, the grantee or trainee bind himself to the following conditions:

- a. to live up to the terms and conditions of grant;
- b. to conduct himself in such a manner as not to bring disgrace or dishonor to his country;
- c. to keep up with the standards of scholarships or accomplishments;
- d. to submit to the head of office and the PDC his/her official transcript of grades at the close of each quarter, term or semester
- e. to return immediately upon the termination of his scholarship/training;
- f. to submit to the head of his office and the committee a report on his study/training within sixty (60) days after his return to duty;
- g. to submit a re-entry plan or proposal for the application of newly-acquired skills or expertise to his office and the committee, upon completion of at least six (6) months study/ training; and
- h. to serve his office or any other government office or instrumentally as the exigencies of the period indicated below:

Nature Obligation	Training Duration of Scholarship	Service
For academic and non-academic programs	for every year or a fraction thereof not less than 6 months	2 years
	a fraction of a year less than 6 months but not less than 2 months	1 years
	a fraction of a year less than 2 months	6 months

- i. failure of the grantee or trainee to fulfill obligations provided under subparagraphs (a), (b), (c) and (d) of this Section shall be sufficient cause for the cancellation of his scholarship/training grant and for his recall. Should failure in any of such cases be due to his own fault or willful neglect, he shall refund all expenses in accordance with the provisions of the succeeding subparagraphs of this Section.



- j. for failure to render the required length of service referred to in subparagraph (h) of this Section, on account of voluntary resignation, retirement, separation from the service through his own fault or other causes within his control, the grantee or trainee shall refund in full to his agency such amount as may have been defrayed for expenses incident to his scholarship/training as determined by the Committee;
- k. to serve the office which sends him abroad, or any other government office or instrumentality as the exigencies of the service may require, along the field of his specialization or training, for a period of not less than two (2) years for every year of his fellowship or training, or a fraction thereof not less than two (2) months. Where the scholarship, fellowship, or training is for a period of less than two (2) months, the service shall not be less than one (1) year;
- l. to refund in full to the financing agency of office of the Philippine Government such amount or amounts as may have been defrayed for his transportation, salary, allowances and other expenses incident to his scholarship, fellowship, or training or study grant for a specified period of time;
- m. the obligations of grantees or trainees affected/displaced by the reorganization of their respective departments shall be governed by the herein attached ("Obligation of Scholars Displaced by Reorganization," which is made an integral part of this Executive Order;
- n. it is the policy of the Committee to allow proportionate refund of the monetary value of the grantee's or trainee's service obligation, when he has served at least 75% of the total service obligation in the agency/department which sent him abroad; and
- o. the proportionate amount and mode of payment shall be determined by the agency and confirmed by the Special Committee on Scholarships. In such cases, the amount shall be paid within three (3) years from the effectivity of the arrangement between the grantee or trainee and his agency, and to the execution of the affidavit of undertaking duly secured by a bond with his agency/department.

12. **Submission of transcript of grades and report.** Every grantee of scholarship of fellowship shall at the close of each quarter, term or semester, submit to the head of his office and the Special Committee on scholarships official transcripts of the grades received by him/her, or certificates of performance or their equivalent. Upon the termination of the scholarships, fellowships, training, or observation, and within sixty (60) days after the return to duty of the grantee or trainee, he/she shall submit a report on his/her studies, studies, training, and/or observation to the head of his office, a copy each thereof to be furnished the department head concerned and the Special Committee on Scholarships. Where a final travel expense voucher is represented, a copy of the report shall also be submitted there with.

13. **Salary.** All grantees, under a scholarship grant, may travel on official time or shall be with salary unless the employment of substitute is imperative and no savings or other funds are available for the payment of the salaries of the substitute.



14. **Cancellation of scholarships, fellowships, or training or study grant.** - Failure of a grantee or trainee to keep up with the necessary standards of scholarship or accomplishment, or to live up to the terms and conditions of his/her grant, shall be sufficient cause for cancelling his/her scholarship, fellowship, or training or study grant and for his/her recall. Should failure in any of the cases mentioned in section 11a to section 11j be due to his own fault or willful neglect, s/he shall refund all expenses in accordance with the provisions in section 11.

15. **Monitoring and Evaluation.** A continuing evaluation and monitoring of the implementation of the Re-Entry Plan or the Learning Action Plan specialized skills learned from the scholarship/training undertaken, together with the corresponding recommendation and other related information, should be made by the PDC.

16. **Effectivity**

These policies and guidelines shall take effect immediately.

Approved:

FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



Annex A

SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the _____,
represented by _____ with principal office
at _____, here in after referred to as the GRANTOR;

_____, of legal age, Filipino, single/married, presently
Residing at _____. Hereinafter called the GRANTEE;

_____, of legal age, Filipino, single/married, presently
Residing at _____. Hereinafter called the GUARANTOR.

WITNESSETH:

That pursuant to the provision E. O. 129 as amended and in consideration of the grant and acceptance
by the GRANTEE of a scholarship/ training award to undergo on official time to a program entitled

_____ from _____ to
_____, the GRANTEE hereby agrees to fulfill the following terms and
conditions:

1. That the Grantee shall keep up with the standards of a scholarship or award;
2. That the grantee shall conduct himself/herself in a manner as not bring disagree or dishonor to him/ her or his/ her country;
3. That the Grantee shall submit to the head of his/ her Office and to the Special Committee on Scholarships which is the Personnel Development Committee (PDC) at the end of each term, his/ her official transcript of grades, certificates of performance of its equivalent;
4. That if there is sufficient reason for the extension of the Grantee's original scholarship/ training/ award, he/ she shall submit a formal request to his/ her agency with justification and recommendation from his/ her program adviser six (6) months prior to the expiration of his/ her travel authority/ validity of the passport/ period of leave of absence. It is understood that approval of the extension shall be made upon the approval of the head of agency/ office and upon the Grantee's execution of a supplementary training/ scholarship contract covering the extension period;
5. The Grantee shall return immediately to the Philippines and report to his/her office upon the completion or termination of his/ her scholarship or training grant;
6. That the Grantee shall submit to his/her office, PDC and other concerned offices a completion report on his or her training/ scholarship within sixty (60) days after his/ her duty, as per attached outline;



7. That the grantee shall serve his/her office or any other government office or instrumentally for the period of _____ year (s) as exigencies of the service require per section 2 of E.O. 367;
8. That the Grantee accepts the value of the following:

a. Transportation (GOP, local and International)	P _____	\$ _____
b. Tuition fees & other fees	P _____	\$ _____
c. Allowances (GOP & Sponsor) Clothing Living/Stipends Establishments Books	P _____	\$ _____
d. Salaries, other emoluments and adjustment	P _____	
TOTAL	P _____	\$ _____

9. That should the Grantee fail to comply with the foregoing conditions through his/ her fault or willful neglect, resignation, voluntary retirement or other causes with his/ her control, he/ she shall refund to his/ her office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 8;
Proportionate refund shall be allowed provided that the Grantee shall serve his/ her Office agency at least 75% of his/ her total service obligation;
10. That the Grantee shall have a guarantor as his/ her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should he/ she fail to comply with the condition set forth.

IN WITNESS THEREOF, we have hereunder set our hands this _____ Day of _____, at _____.

Name of Grantee

Signature

Name of Guarantor/ Address
(Relative to the Grantee)

Signature

Head of Agency

Signature

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY OF _____ S.S _____

BEFORE ME, this _____ day of _____, _____ in _____, PHILIPPINES, personally appeared _____, with Residence Certificate No. _____ issued at _____ on _____.

Respectively, known to me the same persons who executed the foregoing instrument and they acknowledge to that the same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____.