

- ✓ DepEd Learning and Development Manual;
- ✓ DepEd Order No. 9, s. 2002, Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education; and
- ✓ DepEd Order No. 32, s. 2017, Gender Responsive Basic Education Policy.

VI. DEFINITIONS

A. Equal Employment Opportunity (EEO) - It 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 - It 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 - It 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 - It 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 - It 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. DepEd 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.

DepEd Caraga officials and employees, in line with the Department of Education's Core Values of *Maka-Diyos, Makatao, Makabayan* and *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. It 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

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 filiation, 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 their disqualification which shall not in any case be 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, 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, calculator 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 needs – 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 support 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 examination. This will be done through a 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; and
- 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/his looks (including



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



- 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

CSC Action:

Annex S

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 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.

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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.** 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.** 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 the line with the work.
- e. **Nominee.** An employee nominated by the concerned unit endorsed by DepEd to the sponsoring agency/ institution
- f. **Re-Action Plan (REAP).** 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.** 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.

5. **General Policies and Guidelines**

5.1. **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.

5.1.1. 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

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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

- a. all SDOs shall maintain its pool of nominees for specific training areas;
- b. teachers and school administrators who were recipient of national awards shall be included in the pool;
- c. nominees selected should meet the following requirements should submit the document enumerated 5.3.2.
- d. the pool of nominees from each SDO shall be grouped by area of study and classified as 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 3 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 administration 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.
- i. meets the additional requirements as needed by sponsoring agency

5.3.3. **Documents for submission:**

- a. Personal Description Form (PDF)

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.deped.gov.ph

- b. Service Record
- 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 (CAV)
- i. Re-entry Plan (REAP)
- j. Institution Support Form (Enclosure 3) allowing the grantee with a paid leave.

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 Accomplishment	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.

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.deped.gov.ph

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 other 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 in 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 condition of grant;
- b. To conduct himself in such a manner as not to bring disagree or 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 grads 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 if 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:

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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 by not less than 2 months	2 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) years;
- 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.
- 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 scholarships 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, 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 shall submit a report on his 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 condition of his grant, shall be sufficient cause for cancelling his scholarship, fellowship, or training or study grant and for his recall. Should failure in any of the cases mentioned in the next preceding sentence 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.

15. Signed:

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

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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/ herself 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;

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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 as follows:

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

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

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
_____.

DCC No.

DepEdRO13-F-HRD-009



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.deped.gov.p



Republic of the Philippines
Department of Education
CARAGA REGION



October 7, 2020

OFFICE MEMORANDUM

No. 10-078, s. 2020

To: **THE CHIEFS OF THE REGIONAL FUNCTIONAL DIVISIONS**
Heads of Sections/Units
All Concerned

**MINIMUM STANDARDS FOR ALL FOOD AND CATERING SERVICE PROVIDERS OF
DEPED CARAGA REGION**

1. The Department of Education Caraga Region ensures the promotion of healthy food and beverages, and safety of the personnel during the conduct of Trainings, Workshops, and other Activities in the region.
2. Anent, this office shall establish its Minimum Health Standards for its Food and Catering Service Providers of DepEd Caraga Region.
- 3 Attached hereto are:
 - 3.1 Minimum Standards for All Food and Catering Service Providers of DepEd Caraga Region
 - 3.2 Disclosure on Safety and Precautionary Measures Against COVID-19
4. All Purchase Requests related to foods (meals and snacks) shall attach the Enclosures 1 and 2 of this Regional Memorandum.
5. In case/s when the Food and Catering Service Providers are found not observing the standards as found in the evaluation form, this would be a ground for the inclusion of the Provider in the List for Block Listed Provider.
6. For immediate dissemination and implementation.


FRANCIS CESAR B. BRINGAS CESO V
Regional Director

Encls.: As stated

Reference: RM No. 251, S. 2020; DepEd Order No. 8, s. 2007

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

CATERING FOOD REQUIREMENT SERVICES

HRD/vcn
09/30/2020



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

Enclosure No. 01 to OM No. 10-078 S. 2020

**MINIMUM STANDARDS FOR ALL FOOD AND CATERING SERVICE PROVIDERS
OF DEPED CARAGA REGION**

The DepEd Caraga's Food and Catering Service Providers shall ensure that Minimum Health Standards are observed while rendering services to DepEd Caraga Region. As such, the Provider shall be required to present the following documents once awarded the Abstract of Proposal to furnish services for DepEd Caraga Region by the Bids and Awards Committee (BAC):

1. Disclosure on Safety and Precautionary Measures against COVID-19
2. Certificate of Authority to Operate issued by the Department of Trade and Industry (DTI) and/or the Department of Tourism
3. Sanitation Certificate from the City/Municipal Health Office
4. Medical Certificate of Catering Service Crew and Kitchen Staff (servers, food handlers and driver)

Likewise, the Provider shall

1. Abide by the specifications provided in DepEd Order No. 23, s. 2020 relative to food serving.
 2. Foods to be served should be warm and desserts are preferably prepacked by the consumer food and beverage product company/nies.
 3. Food servers shall practice respiratory etiquette and observe proper personal hygiene such as, frequent washing of hands, and use of disinfectant in their hands.
 4. Food servers shall wear face mask, face shield, hairnet and gloves all times.
 5. Servers who have cough and colds and other respiratory illnesses shall not be allowed to serve.
 6. Food servers shall always observe health protocols and social distancing.
-

Enclosure No. 02 to OM No. 10-078 S. 2020

Disclosure on Safety and Precautionary Measures Against COVID-19

Directions: Please check the column under yes if the following were always observed and check if not.		
	YES	NO
• Ensure that no personnel with COVID-19 symptoms, or with exposure to COVID-19 patients are allowed to work		
• Strict observance of wearing of mask and social distancing measures in all parts of the establishment including counter, kitchen, and back areas		
• Mandatory declaration of health and whereabouts prior to every duty in case contact tracing becomes necessary		
• Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc		
• Ensure that any wrapping and packaging used for food transport is done properly so that contamination of the food is prevented.		

Signature over Printed Name of Proprietor



Republic of the Philippines
Department of Education
CARAGA REGION



April 20, 2021

OFFICE MEMORANDUM
No. 04-120, s. 2021

To: OIC-ASST. REGIONAL DIRECTOR
FUNCTIONAL DIVISION CHIEFS
This Region

**ACCOMPLISHMENT OF THE LEARNING AND DEVELOPMENT EFFECTIVENESS
MONITORING TOOL OF DEPED CARAGA REGION**

1. To determine the effectiveness of the capacity building activity, this office requires all program proponents to conduct Learning and Development Effectiveness Monitoring within the period of at least six months after the conduct of the activity.
2. All RO personnel who participated in any capacity building programs are required to answer immediately the Learning and Development Effectiveness Monitoring Tool which shall be sent through the email addresses of the participants.
3. Attached hereto are:
3.1 Learning and Development Effectiveness Monitoring Tool (For Employees)
3.2 Learning and Development Effectiveness Monitoring Tool (For Immediate Supervisor)
4. The Learning and Development Effectiveness Monitoring Tools (employee and immediate supervisor) are downloadable at DepEd Caraga ISO Portal.
5. Immediate dissemination and compliance to this memorandum is desired.


EVELYN R. FETALVERO, PhD, CESO IV
Regional Director

Encls.: NONE
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION

TRAINING PROGRAM

HRD/vcn
04/20/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2021-04-4592

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 01 to OM No. 04-178, 2021

LEARNING AND DEVELOPMENT EFFECTIVENESS MONITORING TOOL
(For Employee)

Title of L and D Activity: _____

Date of Conduct: _____

Name and Signature of Employee: _____

Date: _____

A. Instructions: On a scale of 1 to 4, rate the effectiveness/impact on your performance as an employee attending the Learning and Development Activity mentioned above. Put a check (/) mark on the space provided.

Numerical Rating	Description	Interpretation
4	Strongly Agree	Agree in all instances
3	Agree	Agree in most instances
2	Disagree	Disagree in most instances
1	Strongly Disagree	Disagree in all instances

Indicators		4	3	2	1
1	High morale – training has contributed to the improvement of my self-confidence and motivation				
2	Change management – training has enhanced my flexibility, skills, and abilities in adopting changes in the workplace				
3.	Efficiency - training has elevated my efficiency in the workplace and of the organization				
4	Productivity – training has increased my productivity in the workplace and of the organization				
5	Retention– training has brought a sense of security for me at the workplace and made me value my work more				

B. Answer the question briefly but substantially:

What are the major changes in the work practice as application of the learning gains from the training program?



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



BARCODE HERE

Document Control No:
DepEdRO13-F-HRD-021/R0/4-19-2021



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 02 to OM No. 04-122, s. 2021

LEARNING AND DEVELOPMENT EFFECTIVENESS MONITORING TOOL
(For Immediate Superior)

Title of L and D Activity: _____
Date of Conduct: _____
Name and Signature of Employee: _____
Name and Signature of Immediate Superior: _____
Date: _____

A. Instructions: On a scale of 1 to 4, rate the effectiveness/impact on the performance of the employee attending the Learning and Development Activity mentioned above. Put a check (/) mark on the space provided.

Numerical Rating	Description	Interpretation
4	Strongly Agree	Agree in all instances
3	Agree	Agree in most instances
2	Disagree	Disagree in most instances
1	Strongly Disagree	Disagree in all instances

Indicators		4	3	2	1
1	High morale – training contributes to increased self-confidence and motivation				
2	Change management – training enhances flexibility, skills, and abilities in adopting changes in the workplace				
3.	Efficiency - training elevates efficiency in the workplace and of the organization				
4	Productivity – training increases productivity in the workplace and of the organization				
5	Retention– training brings a sense of security at the workplace and value for work is evident				

B. Answer the question briefly but substantially:

What are the major changes in the work practice as application of the learning gains from the training program?



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



BARCODE HERE

Document Control No:
DepEdRO13-F-HRD-022/R0/4-19-2021