



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

23 Feb 2021

DIVISION MEMORANDUM
No. 061, s. 2021

INTEGRATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP)

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all employees to always adhere to *Equal Opportunity Principle (EOP)*, at all times. Henceforth, it is expected that EOP is integrated and applied in all the policies, processes, systems, communications and activities of this Division.
2. Attached is the list of responsibilities of each employee to ensure the integration of EOP in the organization. Detailed EOP policy shall be distributed to all employees via email, for reference.
3. For information, guidance and strict compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

EMPLOYEES POLICY

OSDS/ **AMA**



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
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**RESPONSIBILITIES FOR THE INTEGRATION OF
EQUAL OPPORTUNITY PRINCIPLE (EOP) IN THE ORGANIZATION**

Department of Education (DepEd) Division Office of El Salvador

- a. Make reasonable steps to prevent discrimination, harassment, sexual harassment, abuses and backbiting from occurring in the workplace.
- b. Set EOP policy in place, educate personnel about inappropriate behavior, implement grievance procedures and ensure compliance by all work units.
- c. Take seriously the complaint of any employee regarding any of the illicit behaviors and acts set out in the EOP policy
- d. Deal complaints with in a sensitive and confidential manner. Each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

Employee

- a. Employees are responsible in ensuring that they don't discriminate, harass, bully, abuse and backbite other employees in the workplace.
- b. Employees shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf.
- c. Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.
- d. All employees should ensure that EOP is also applied to clients, partners, suppliers and any other people or organization that deals with DepEd El Salvador City Division.
- e. Employees must report any incidents or suspected incidents to their immediate supervisors.

Supervisor

- a. Supervisors shall have an important role in the prevention of inappropriate workplace behavior. They must ensure that they do not discriminate against, harass, bully, abuse or backbite employees or any other people.
- b. Supervisors shall ensure that all subordinates understand and implement the EOP policy and ensure that an appropriate work culture is maintained.

Reference: Sample EOP Guideline of National Electrification Administration (NEA)

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