



Lingayen, Pangasinan

Website: www.psu.edu.ph

Telephone: (075) 206-0802 Telefax: (075) 542-4261/4057

OFFICE OF THE UNIVERSITY BOARD SECRETARY

EXCERPT from the 184th Regular Board of Regents Meeting held on November 14, 2019 at CHED Central Office, Diliman, Quezon City.

xxx

Resolution No. 144 series of 2019

Approving, the Pangasinan State University Equal Employment Opportunity Policy (PSU-EEOP).

APPROVED

xxx

IN WITNESS WHEREOF, I hereunder set my hand and stamped the seal of the University at PSU, Lingayen, Pangasinan, this November 18, 2019.

Ailene A. Batang
AILENE A. BATANG
Acting-University Board Secretary

APPROVED FOR RELEASE:

Dexter R. Buted
DEXTER R. BUTED, DBA
University President





EXECUTIVE BRIEF

SUBJECT

APPROVAL OF PANGASINAN STATE UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY POLICY (PSU-EEOP).

RATIONALE

The Pangasinan State University (PSU) as an agent of change, an advocate and enabler for sustainable and inclusive development adheres to the policy on equality of employment in the government service as mandated by the Civil Service Commission (CSC) Resolution No. 90-463. It is committed to a comprehensive policy of equal opportunities in which individuals are treated on the basis of their relevant merits, abilities, contributions and performances without regard to race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability.

In compliance with CSC Memorandum Circular No. 24, s. 2016, the PSU intends to develop the Equal Employment Opportunity Policy (EEOP) which will ensure that equal opportunity is incorporated into all pillars and elements of, but not limited to, Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), Rewards and Recognition (R&R), and Performance Management (PM). This policy aims to provide every employee with a working environment free from discrimination and harassment and to ensure that agency's commitment to workplace diversity when making decisions in all areas favorable to qualified and deserving employees.

**APPROVED BY THE
BOARD OF REGENTS**

Resolution No. 144 s., 2019 *CH*




ADVANTAGES

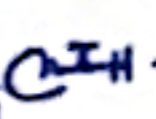
This EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOP) does not only prevent discrimination, but also encourages positive steps toward fairness in the workplace. Promoting equality in the workplace include creating an environment with high employee morale, developing a good reputation and the ability to recruit top talent. Another advantage of equality in the workplace is that the effectiveness of employees is measured by their contributions, which may motivate them to openly contribute to the company in a positive way.

RECOMMENDATION

It is therefore recommended that the **PANGASINAN STATE UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY POLICY (PSU-EEOP)**, be approved by the Board of Regents.


DEXTER R. BUTED
SUC President IV

**APPROVED BY THE
BOARD OF REGENTS**

Resolution No. 144 s. 2019 

Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

Website: www.psu.edu.ph

Telephone: (075) 206-0802 Telefax: (075) 542-4261/4057



PROPOSED PANGASINAN STATE UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY POLICY (PSU-EEOP)

PANGASINAN STATE UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY POLICY (PSU-EEOP)

I. Rationale

The Pangasinan State University (PSU) as an agent of change, an advocate and enabler for sustainable and inclusive development adheres to the policy on equality of employment in the government service as mandated by the Civil Service Commission (CSC) Resolution No. 90-463. It is committed to a comprehensive policy of equal opportunities in which individuals are treated on the basis of their relevant merits, abilities, contributions and performances without regard to race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability.

In compliance with CSC Memorandum Circular No. 24, s. 2016, the PSU intends to develop the Equal Employment Opportunity Policy (EEOP) which will ensure that equal opportunity is incorporated into all pillars and elements of, but not limited to, Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), Rewards and Recognition (R&R), and Performance Management (PM). This policy aims to provide every employee with a working environment free from discrimination and harassment and to ensure that agency's commitment to workplace diversity when making decisions in all areas favorable to qualified and deserving employees.

II. Scope and Coverage

The Pangasinan State University Equal Employment Opportunity Policy (PSU-EEOP) applies to all employees regardless of employment status covering the four (4) functional areas of human resource of management such as:

- Recruitment, Selection and Placement (RSP);
- Learning and Development (L&D);
- Performance management System (PMS); and
- Rewards and recognition (R&R).

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

III. Definition of Terms

The definition of the following are provided to have a common understanding of the terms used in this policy.

- 3.1. **Auxiliary Aids & Assistive Devices** – refers to the: 1) qualified interpreters or other effective methods of delivering materials to individuals with hearing impairments; 2) qualified readers, taped tests, or other effective methods of delivering materials to individuals with visual impairments; 3) acquisition or modification of equipment or devices; and 4) other similar services and actions or all types of aids and services that facilitate the learning process of persons with mental disability (RA 10524);
- 3.2. **Discriminations** – refers to any distinction, exclusion, restriction, or preference based on the grounds of sex, sexual orientation, gender identity or expression, hereinafter referred to as “SOGIE” and has the purpose or effect of nullifying or impairing the recognition, access to, enjoyment, or exercise by all persons on an equal footing of all rights and freedoms. For purposes of this provision, the actual

sex, sexual orientation or gender identity of the person subjected to discrimination shall not be relevant for the purpose of determining whether an act of discrimination has been committed (Anti-Discrimination Act);

- 3.3. **Flexible Working Schedule** – granted to employee to vary his/her arrival and departure time without affecting the core work hours as defined by the employer (Solo Parent Act of 2000);
- 3.5. **Gender Identity** – refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex (Anti-Discrimination Act);
- 3.6. **Harassment** – any unwanted, unwelcome or uninvited behavior or physical contact which makes a person feel offended, humiliated or intimidated (1) Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of sexual nature, whether verbal, non-verbal, graphic or physical (2) Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity or gender expression, which may include acts of aggression, intimidation or hostility whether verbal or non-verbal, graphic, physical or otherwise, even if the acts do not involve conduct of a sexual nature.
- 3.7. **Lactating employee** – is any female worker, regardless of employment status, who is lactating or breastfeeding her infant and/or young child (RA 10028);
- 3.8. **Lactation Station** – private, clean, sanitary, and well-ventilated rooms or areas in the workplace or public places where nursing mothers can wash-up, breastfeed or express their milk comfortably and store this afterward (RA 10028);
- 3.9. **LGBT (Lesbian, Gay, Bisexual and Transgender) Community** – refers to the collective of persons who are male and female homosexuals (lesbians and gays respectively), bisexual and transgender (Anti-SOGI Discrimination Act);
- 3.10. **Persons with Disability (PWDs)** – are those suffering from restriction or different abilities as a result of a mental, physical or sensory impairment to perform an activity in the manner or within the range considered normal for a human being including but not limited to PSU employees, job applicants, and clients (GAD Code of La Union);
- 3.11. **Service Providers** – refer to Job Order, Contract of Service
- 3.12. **Sexual Orientation** – refers to the directions of emotional sexual attraction or conduct. This can be towards people of the same sex (homosexual orientation) or towards people of both sexes (bisexual orientation) or towards people of the opposite sex (heterosexual orientation) (Anti-Discrimination Act);
- 3.13. **Solo Parent** – any individual who falls under the following categories (Solo Parents Act 2000);
 - 3.13.1. A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, that the mother keeps and raises the child;
 - 3.13.2. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
 - 3.13.3. Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;

- 3.13.4. Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- 3.13.5. Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
- 3.13.6. Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she entrusted with the custody of the children;
- 3.13.7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- 3.13.8. Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- 3.13.9. Any other person who solely provides parental care and support to a child or children;
- 3.13.10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

IV. Policy Commitments

The PSU commits to observe the following equal employment opportunities (EEO) in all core maturity level indicators for the human resource systems and practices of the university:

4.1. Recruitment, Selection, and Placement

The PSU will make hiring decisions based on methodological evaluation of workforce needs, fair assessment of person's qualifications and ability to satisfactorily perform the essential duties of the position, consistent with applicable law, rules and regulations. Recruitment, Selection and Placement procedures shall be non-discriminatory and to that effect shall employ tools/aids/measures to facilitate needed services to groups with special needs.

- 4.1.1. Consideration of all qualified applicants for available positions regardless of race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political affiliations or opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability.
- 4.1.2. Publication of job vacancies posted and maintained in conspicuous locations, online posting of vacancies shall include PSU's commitment to equal employment opportunities.
- 4.1.3. Provision of auxiliary aids and services to ensure effective communication with job applicants who have vision, hearing or speech impairments.
- 4.1.4. Adoption of special queuing scheme that prioritizes Persons with Disability (PWD) walk in applicants:

- 4.1.5. Setting up of provisional area at the lobby for the sole purpose of entertaining PWD job applicants to ensure equal access of services.
- 4.1.6. For Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting with PWD interviewee, interview shall be conducted in an accessible location provided with accessible features of facilities.
- 4.1.7. For Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting with Sexual Orientation and Gender Identity Expression (SOGIE) interviewee, interview questions shall focus on the skills required by the position applied for. Discriminating questions should likewise be avoided.

4.2. **Learning & Development**

The PSU will implement a comprehensive and personnel learning and development programs designed to raise the level of efficiency, effectiveness and morale of the personnel. The Learning and Development system shall promote equal career and employment advancement opportunities for all employees.

- 4.2.1. All employees regardless of race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability shall be provided with at least one (1) planned human resource development intervention every year.
- 4.2.2. Create an enabling environment for employees with special needs to learn/ understand concepts/ideas/principles and be part of training/workshop/discussion through the provision of auxiliary aids, interpreters and related services during training.
- 4.2.3. Conduct of Disability Awareness Training to capacitate employees in providing responsive and client-sensitive service to customers or clients with disabilities and ensure that they also develop and maintain good working relationships with colleagues with disabilities.
- 4.2.4. Integration of disability-related case materials, gender sensitivity concepts, topics on sexual orientation and gender identity and expression into professional discussions, study groups, workshops, trainings and seminars.

4.3. **Performance Management**

The PSU will ensure that performance standards and evaluation procedures are free of bias. Performance Management measures shall guarantee a fair and equitable planning, monitoring, coaching, review and evaluation of employee performance.

- 4.3.1. Installation of auxiliary aids and assistive devices to ensure that PWDs are able to perform their assigned task with ease.
- 4.3.2. Monitoring and ensuring that performance management systems are consistently based on employees' actual job performance; hence, comparable job performances receive comparable ratings regardless of the evaluator.

- 4.3.3. Adoption of flexible work schedule for solo parents and/or lactating/breastfeeding mothers as long as it shall not affect individual and agency productivity.
- 4.3.4. Establishment of child-minding center where PSU employees specifically solo parents can entrust and leave their children for care as they perform their tasks and responsibilities in their respective offices.
- 4.3.5. Setting-up of lactation station at the University Infirmary for lactating employee to encourage, protect and support the practice of breastfeeding while at work provided that they agree and adhere to established guidelines.

4.4. Rewards and Recognition

The PSU will administer continuing employee suggestions on incentive and award systems without discrimination.

- 4.4.1. Criteria for the selection shall be in accordance with the Equal Opportunity Principle (EOP) and Rewards and Recognition procedures shall ensure fairness and equity in the acknowledgment of contributions and conferment of awards and incentives.
- 4.4.2. Inclusion of equal opportunity clause in the Civil Service Commission (CSC) Approved Program on Awards and Incentives for Service Excellence (PRAISE) and dissemination of the same to all employees for awareness.

V. Roles and Responsibilities

5.1. Human Resource and Development Office (HRMDO)

The Human Resource and Development Office (HRMDO) together with its Unit Heads has accountability for the management and implementation of this policy. As such, it must:

- 5.1.1. Ensure that all employees are aware of their rights and responsibilities in relation to EOP;
- 5.1.2. Implement work practices, policies, and strategies to eliminate discriminatory behavior from the workplace to ensure that all employees enjoy equal employment opportunities;
- 5.1.3. Monitor the working environment, listen to concerns, provide confidential advice and take appropriate and prompt action to issues concerning EOP;
- 5.1.4. Conduct orientation or focus group discussions for proper and widest dissemination of EOP principles and guidelines to instill awareness and understanding to all employees.
- 5.3.2. Document any event, incident or occurrence regarding the application of EOP in all personnel systems.
- 5.3.3. As secretariat and key player of the committees in charge of Recruitment Selection Process, Learning & Development, Performance Management and Rewards and Recognition, the HRMDO shall make recommendation on the adoption of additional

policy that will enhance the working condition of employees particularly the identified special groups.

5.2. Employees

The PSU employees shall have the following duties and responsibilities:

- 5.2.1. Maintain the working environment, listen to concerns, provide confidential advice and take appropriate and prompt action to issues concerning EOP;
- 5.2.2. Understand, respect and adhere to the principles of the EOP in all aspects of their work;
- 5.2.3. Respect the rights, dignity and work of all employees regardless of their race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political opinion, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability;
- 5.2.4. Share responsibility for maintaining a workplace that is free from discrimination and harassment;
- 5.2.5. Seek redress for any incident of discrimination or harassment in the workplace through the Grievance Committee and/ or appropriate mediating body.

VI. Communication Plan

There shall be an Orientation Program conducted on the PSU-EEOP to all University and Campus officials to draw support and appreciation on this policy and to empower capacitate them to orient their staff on this policy.

VII. Repealing Clause

All other existing PSU issuances which are inconsistent herewith are deemed repealed or amended.

VIII. Separability Clause


If any section or part of this policy is held unconstitutional or invalid, the other sections or provisions not otherwise affected remain in full force and effect.

IX. Commitment

In the commitment for Transformative Governance System including but not limited to its Vision, Mission, Strategic Goals, Philosophy and Core Values, the PSU reaffirms its Policy on Equal Employment Opportunity. All personnel actions, programs and facilities are administered in accordance with the EEOP principles embarking the PSU's position on equal opportunity in all aspect of employment.

X. Effectivity

This EEOP shall take effect immediately and shall remain in force and effect until suspended or rescinded.



DEXTER R. BUTED
University President