



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM ORDER NO. 30

Series of 2025

April 03, 2025

TO : **ALL OFFICERS AND PERSONNEL**
Central and Regional Offices

SUBJECT : **GUIDELINES IN THE IMPLEMENTATION OF EQUAL EMPLOYMENT
OPPORTUNITY PRINCIPLE IN HUMAN RESOURCE MANAGEMENT
SYSTEMS**

I. RATIONALE

The Professional Regulation Commission (PRC/Commission) supports and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

Pursuant to the Civil Service Commission Memorandum Circular No. 24, s. 2016, entitled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators", which requires the institutionalization of the Equal Opportunity Principle in all areas of human resource, particularly its core systems on Recruitment, Selection and Placement; Learning and Development Performance Management; and Rewards and Recognition, the PRC establishes the internal guidelines on Equal Employment Opportunity Principle (EEOP).

This policy aims to eliminate discrimination in personnel actions and employment decisions, ensuring a productive and efficient workforce. It acknowledges and respects individual differences in age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, and political affiliation, while considering the Commission's needs and requirements.

II. COVERAGE

All PRC officers and personnel shall observe this Order on the institutionalization of EEOP in the following four (4) core systems of Human Resource Management (HRM) namely:

1. Recruitment, Selection and Placement (RSP)
2. Learning and Development (L&D)
3. Performance Management (PM)
4. Rewards and Recognition (R&R)

III. POLICY STATEMENT

The PRC commits to provide a safe and inclusive workplace that is free from all forms of discrimination on account of age, sex, sexual orientation, race, civil status, disability/impairment, gender identity, lawful sexual activity, career status, family responsibilities, industrial activity, physical features, and political/religious belief or activity.

It acknowledges the right of all officers and personnel to be treated equitably; commits to provide consistent merit-based employment practices that follow the EEOP; and encourages all officers and personnel to achieve their full potential. The PRC management shall carry out its duties and personnel actions in a professional and ethical manner compliant with existing rules and regulations.

IV. DEFINITION OF TERMS

1. **Equal Employment Opportunity** – refers to non-discrimination principle which emphasizes that opportunities in employment, advancement, benefits, rewards and recognition shall be accessible to all employees regardless of their age, gender, civil status, disability, pregnancy, religion, ethnicity, political affiliation, or socio-economic status.
2. **Discrimination** – refers to any distinction, exclusion, or restriction made based on sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or status on a basis of equality of men and women of human rights and fundamental freedom in the political, economic, social, cultural, civil or any other field.
3. **Indirect Discrimination** – refers to an occurrence when a policy or requirement is imposed or proposed and someone with a particular attribute cannot comply with the requirement.
4. **Bullying** – refers to repeated unreasonable behavior, which can be physical or verbal, directed towards a person or group of people, creating a risk to their psychological or physical health and safety.

This excludes reasonable management actions carried out in a fair way, such as but not limited to the following:

- a. Setting performance goals, standard, and deadlines;
 - b. Deciding not to select a worker for promotion;
 - c. Informing a worker about unsatisfactory work performance;
 - d. Informing a worker about inappropriate behavior;
 - e. Implementing organizational changes;
 - f. Allocating targets or measures to employees;
 - g. Performance management processes; and
 - h. Constructive feedback
5. **Sexual Harassment** – refers to an act or series of acts committed by any person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted or not by the object of the said act.
 6. **Specialized Group** – refers to those groups who need special attention or consideration, such as but not limited to the following:
 - a. Pregnant Women;
 - b. Solo Parents;
 - c. Senior Citizens;
 - d. Differently-Abled People;
 - e. Indigenous People; and
 - f. Others that may be identified by the PRC.

V. GENERAL GUIDELINES

1. Recruitment, Selection and Placement

Subject to all existing policies of PRC, the recruitment, selection and placement of personnel shall be based on the merit and fitness, qualification and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of personnel on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the equal employment opportunity.

a. Publication of Vacancies

- i. Subject to all existing policies, the PRC shall not print nor publish, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or, decline any employment application because of an individual's age, sexual orientation, gender identity, civil status, disability, religion, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of the equal employment opportunity.
- ii. Subject to all existing policies of PRC, all vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job.

b. Assessment and Examination

- i. The PRC shall base its RSP assessment on the policy of equal employment opportunity.
- ii. During the preparation of any listing or database of applicants, the Human Resource Development Division (HRDD) / Regional Human Resource Management Officer (HRMO) shall note if there are differently-abled or senior citizen applicants in order that proper assistance may be provided.

c. Pre-employment / Competency-Based / Technical Test

During the pre-employment and competency-based/technical assessment test, the PRC shall ensure that assistance to the examinee shall be given as follows:

- i. For vision-impaired applicants, PRC shall assign a qualified reader and encoder and ensure the availability of laptops during their scheduled test. A different schedule shall also be provided to them if the need arises.
- ii. For deaf or hearing-impaired applicants, PRC shall assign a qualified reader and ensure the availability of laptops during their scheduled test.
- iii. For senior citizen applicants, PRC shall provide a qualified encoder and laptop during the process.

- iv. For physically disabled applicants, PRC shall ensure that the elevator at the office shall be adequately maintained and functioning. If the elevator is out of order, the examinee shall be accommodated in a more accessible room.

In addition to the online pre-employment test, and when necessary, the PRC shall acquire/purchase auxiliary aides or enter into an agreement with institutions providing specialized services for differently-abled persons. Thus, the PRC shall appropriate funds for this purpose and shall allow the expenditure in accordance with pertinent guidelines.

**d. Human Resource Merit Promotion and Selection Board (HRMPSB)
Panel Interview**

- i. All applicants shall be properly informed of their interview schedule.
- ii. The panel shall only ask question related to the selection criteria. Questions shall not pertain to age, sex, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principle of equal employment opportunity.
- iii. For deaf or hearing-impaired applicants, the panelists shall write their questions and give them enough time to write their answers. A separate schedule may also be provided to the said applicants if necessary.

e. Monitoring Mechanism

- i. The PRC shall ensure that the RSP process of the agency shall be harmonized with the agency's EEOP.
- ii. Should the Central Office - HRDD / Regional HRMO encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.
- iii. The Central Office - HRDD / Regional HRMO shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that the PRC has accorded to them.
- iv. The Central Office - HRDD / Regional HRMO shall maintain records of the total number of applicants, including data on classification of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors.

2. Learning and Development

- a. The PRC shall be fully committed to the maximum utilization of personnel's abilities and the principles of equal employment opportunity. Therefore, the opportunities afforded throughout the Commission shall be equally available to all.
- b. The provision of external non-study programs or study programs to personnel shall be evaluated based on competency gaps analysis, accomplishment, job requirement, merit, and performance, and not on age, disability, or other similar personal circumstances.

- c. Every personnel shall have access to agency-sponsored study and non-study programs and recreational activities, and shall not deny personnel's opportunity for learning and development programs because of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors.
- d. The PRC shall provide the same support and consideration to future personnel belonging to the specialized group. Furthermore, the Central Office - HRDD / Regional HRMO shall orient the newly hired personnel belonging to the said group about his/her rights and privileges.
- e. The PRC shall ensure the provision of other learning and development interventions as deemed necessary to ensure that these personnel will be more informed and equipped with their rights and privileges.
- f. The PRC shall institute measures to increase awareness on the prevalence and harmfulness of discrimination and prejudice on the grounds of race, religion or belief, color, sex, age, national origin, disability or sexual orientation, and the needs and abilities of people with disabilities or other disadvantages.
- g. The EEOP shall be included on the orientation of newly hired staff during the onboarding and reorientation program to ensure that personnel will be informed of the updates on the PRC EEOP.

Conduct of Learning and Development Interventions:

- a. Profiling of participants shall be done prior to the conduct of the development interventions/training to confirm their availability and assess their readiness and requirements for the training.
- b. The training administrator/secretariat shall take note if there are participants who are included in the specialized groups so that their needs can be properly addressed.
- c. Training modules/topics, learning materials and language shall be sensitive to the needs/physical well-being of those in the specialized groups.
- d. Venues for trainings shall be in a location where facilities for those in the specialized groups are available.
- e. Food provisions shall consider the participant's religion and health conditions.
- f. The training administrator/secretariat shall, at all times, attend to the needs of the specialized groups during the activity.

3. Performance Management

The EEOP shall be imposed in the implementation of performance management strategies and tools such as the PRC Strategic Performance Management System.

The PRC performance target setting, evaluation, and review shall be based on accomplishment and merit, and not on personnel's age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, pregnancy, or other similar factors which run counter to the principles of merit and fitness for the position and to the equal employment opportunity principle.

**GUIDELINES IN THE IMPLEMENTATION OF EQUAL
EMPLOYMENT OPPORTUNITY PRINCIPLE IN
HUMAN RESOURCE MANAGEMENT SYSTEMS**

The Commission shall exercise due diligence in promoting the welfare of its personnel by responding to their needs, situations, and circumstances. To strengthen the EEOP, the following consideration and support shall be provided, such as but not limited to:

- a. Whenever necessary, provision of assistance/support to those employees in the specialized groups to ensure a more accurate and faster disposition of their functions.
- b. Assignment of targets or success measures to those employees in the specialized groups which will not prevent them from meeting their targets efficiently due to their circumstances.
- c. In case when there are vehicle requests, the requests of those employees in the specialized groups shall be given priority as long as it will cause minimum burden to the office operation.
- d. Provision of breastfeeding room for nursing personnel.
- e. Provision of work areas ensuring the safety and easy access of personnel who have physical limitations or health-related conditions.
- f. Assignment of work for solo parents shall not affect the quality time spent with their children.
- g. Assignment of work for pregnant officers/personnel shall be given due consideration to ensure their safety as well as that of their unborn child. They may be given temporary job assignments necessary to ensure a safe pregnancy.
- h. Adjustment of work schedules for religious practices shall be given due consideration, provided that it will not hamper the operations of the office. Further, the PRC shall ensure that the religious practices of personnel are respected.
- i. All personnel belonging to the Indigenous People shall not be given activities contrary to their cultural beliefs and practices.
- j. Assignments/tasks shall consider the needs of personnel belonging to specialized groups or those who are recuperating from life-threatening illnesses, undergoing chemotherapy or radiation, dialysis and the like.
- k. Assignments that would require mobility such as travel to provinces and regions, and/or representation to inter-agency activities held outside the workplace shall be agreed upon by the personnel in the office/division/unit.
- l. The standard rating scale approved by the Civil Service Commission shall strictly apply during review and evaluation of performance of personnel. Supervisors shall not exercise biases or give ratings based on the limitations and restrictions considered when personnel belonging to specialized groups were given assignments/tasks.
- m. During the Performance Review and Evaluation, the Performance Management Team shall conduct the review and evaluation based on accomplishment and not on the limitations and restrictions of the personnel, especially those under the specialized group.

The PRC shall ensure that the consideration as mentioned above shall also be provided to all future personnel including those belonging to specialized groups.

4. Rewards and Recognition

- a. Subject to all existing policies of PRC, the rewards and recognition of personnel shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors which run counter to the principles of equal employment opportunity.
- b. Equal opportunities shall be given to all personnel and those belonging to specialized groups. The Commission shall ensure that they shall not be left behind because of their limitations and restrictions.
- c. The PRC Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall ensure that the nomination and deliberation of PRAISE Awards and other recognitions shall be in accordance with the EEOP.

VI. RESPONSIBILITIES

1. PRC's Role

- a. The PRC shall undertake the necessary actions to uphold practices that prevent discrimination, harassment, gender-based violence, sexual harassment, victimizations, and vilification from occurring in the workplace.
- b. The PRC is responsible in setting this policy in place, educating personnel about inappropriate behavior, implementing grievance procedures and ensuring compliance by all delivery units.
- c. Complaint of any personnel regarding any of the illicit behaviors and acts set out in this policy will be taken seriously.
- d. All complaints will be dealt with confidentiality. Each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

2. Personnel's Role

- a. Personnel shall ensure that they do not practice discrimination, harassment, bullying, gender-based violence, victimizing and vilifying their colleagues in the workplace and persons they deal with outside PRC in the conduct of their assignments.
- b. Personnel shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf.
- c. Personnel who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.
- d. Personnel shall ensure that the principle of equal employment opportunity is also applied to clients, guests, partners, suppliers, stakeholders and any other people who deals with PRC.
- e. Personnel shall report any incidents or suspected incidents to their immediate supervisors.

3. Supervisor's Role

- a. Supervisors shall ensure that all their subordinates do not discriminate against, harass, bully or abuse other personnel or any other people.
- b. Supervisors shall ensure that all their subordinates understand and implement this policy and ensure that an appropriate work culture is maintained.
- c. Supervisors shall act with due diligence and adhere to the prescribed guidelines of the EEOP for any observations of inappropriate behavior or complaints received.

VII. COMPLAINT PROCEDURE

All complaints or grievances pertaining to violations relative to the EEOP, to be addressed by the PRC Grievance Machinery, shall be governed by the rules and regulations of the Civil Service Commission.

VIII. SYSTEM REVIEW

Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management System, procedures and practices shall be regularly reviewed to ensure that this policy is adhered to and do not include requirements or conditions that constitute, or may lead to, unlawful discrimination and violation of this policy.

IX. SEPARABILITY CLAUSE

In the event that any provision of this Memorandum Order is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

X. REPEALING CLAUSE

All previous issuances inconsistent with these guidelines shall be deemed superseded.

XI. EFFECTIVITY

This policy shall take effect immediately and shall remain in force until revoked or superseded by later issuance/s.

For your information and guidance.


CHARITO A. ZAMORA
Chairperson