I. REFERENCES

a. Implementing Rules of Executive Order 292 series of 1987 on the Civil Service Law, Rule VIII Section 1;
b. CSC Memorandum Circular No. 10 s. 1989;
c. CSC Memorandum Circular No. 43, s. 1993;
d. CSC Memorandum Circular No. 30, s. 2014 re: Adoption of HR Maturity Level Indicators for the Human Resource Management Systems in the Public Sector dated December 22, 2014;
e. CSC Resolution Nos. 1400376 and 1400377 enhancing the CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) dated March 5, 2014;
f. CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators;
g. RA No. 10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties therefor;
h. Presidential Decree. 966 dated July 20, 1976 declaring violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor;
i. Republic Act 6725, An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment; Guidelines on the Availment of the Special Leave Benefits for Women under RA 9710 (An Act Providing for the Magna Carta of Women)- CSC Resolution No. 1000432;
Republic Act 7877, Anti-Sexual Harassment Act of 1995;
Republic Act 7192 Women in Development and Nation Building Act;
Republic Act 9262 Anti-Violence Against Women and Their Children Act of 2004;
j. CSC Memorandum Circular No. 48 Series of 2013 Directing All Concerned Government Agencies to Advise and Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming; and,

PREPARED BY: ____________________________
Ms. Marie Louise E. Engracial
Human Resource Management Officer

REVIEWED BY: ____________________________
JCSUPT ALLAN S IRAL, CESE
Deputy Chief for Administration / QMR

APPROVED BY: ____________________________
DEOGINES C. HABILAN, CESE
Jail Director
Chief, BIMP
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

GUIDELINES IN THE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE IN HUMAN RESOURCE MANAGEMENT (HR) SYSTEMS

o. Republic Act 10354, The Responsible Parenthood and Reproductive Health Act of 2012;


q. 1987 Philippine Constitution (Article II Sec. 14) National Mandate, "The State recognizes the role of women in nation building and shall promote the fundamental equality before the law of women and men;


s. RA No. 10028, An Act Expanding the Promotion of the Breastfeeding, amending for the purpose republic Act No. 7600, otherwise known as Government and Private Health Institutions with rooming-in and for other purposes;

t. RA No. 8371, An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and for other purposes; and,

u. RA No. 7041 (A n Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes;

Related Policies and Procedures

a. CSC MC No. 2, Revised Policies on the Settlement of Grievances in the Public Sector;

b. CSC MC No. 07 Series of 2007 (Program on Awards and Incentives for Service Excellence);

c. CSC MC No. 7 (Encouraging Government Agencies to Hire PWDs);

d. CSC MC No. 10 s. 1989 on Establishing the Personnel Development Committee (PDC);

e. CSC MC No. 43 s. 1993 (Streamlining and Deregulating HRD Functions);

f. CSC MC No. 28 s. 1990 (Reiterating Certain Policies in the Conduct of Government Training and Development Program); and,

g. CSC MC No. 6 2012 (Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS);
II. RATIONALE

The Bureau of Jail Management and Penology upholds and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

Guided by CSC Memorandum Circular 24 s. of 2016, which provides guidelines in the institutionalization of Equal Employment Opportunity Principle (EEOP) in all areas of human resource, particularly, its core systems on Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R), the Jail Bureau establishes its internal guidelines on EEOP. This policy shall remove all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce whose diversity on account of age, gender preference, civil status, disability, religion, ethnicity or political affiliation are recognized and respected, subject to agency needs and requirements.

III. COVERAGE

All jail personnel shall observe this Circular on the institutionalization of EEOP in the following four (4) core systems of human resource management, namely: a) Recruitment, Selection and Placement; b) Learning and Development; c) Performance Management; and, d) Rewards and Recognition.

IV. OPERATIONAL DEFINITION OF TERMS

Equal Employment Opportunity (EEO) – This means that employment policies and practices are based on, and operate according to, the principle of merit, fitness and equality.
All employees are treated fairly and equitably when making employment decisions and making sure that discrimination will not take place.

The Jail Bureau adheres to the existing general policy on EEO in the management and implementation of the following programs:

a. Recruitment, Selection and Placement
b. Learning and Development
c. Performance Management System
d. Rewards and Recognition

Subject to the provisions of Republic Act 6975, Republic Act 9263, and agency policies and needs, it is against this policy to discriminate against someone because of a range of grounds including the actual or assumed attributes of:

a. age;
b. career status, family responsibilities, potential status, disability/impairment;
c. employment activity;
d. gender identity, lawful sexual activity, sexual orientation;
e. industry activity;
f. marital status;
g. physical features;
h. political belief or activity;
i. pregnancy, breastfeeding;
j. race (including color, ethnicity or ethnic origin);
k. religious belief or activity;
l. sex;
m. others that may be identified by the BJMP

**Discrimination** – Any distinction, exclusion or restriction made on the basis of grounds enumerated above 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 freedoms in the political, economic, social, cultural, civil or any other field.

**Indirect Discrimination** – Occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement.

**Bullying** – Repeated, unreasonable behaviour which can be physical or verbal, directed towards a person or group of people and creating a risk to their health and safety, physical or psychological.

Reasonable management actions carried out in a fair way are not bullying, such as, but not limited to the following:

- Setting performance goals, standards and deadlines;
- Deciding not to select a worker for promotion;
- Informing a worker about unsatisfactory work performance;
- Informing a worker about inappropriate behaviour;
- Implementing organizational changes;
- Allocating targets or measures to employees;
- Performance management processes; and,
- Constructive feedback

**Specialized Group**–Those groups who need special attention or consideration from the agency, such as but not limited to the following:

a. Pregnant Women;
b. Solo Parent;
c. Senior Citizen (for NUP positions);
d. Differently-abled Person;
e. Indigenous Peoples; and,
f. Others that may be identified by the agency

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| Ms. Marie Louise E. Engracial  
Human Resource Management Officer  
JCSUPT PAUL NO. MORENO JR, CSEE  
Director for Personnel and Records Management | JCSUPT ALLAN S IRAL, CESE  
Deputy Chief for Administration / QMR | DEPARTMENT OF SPAYAN, CESE  
Jail Director  
Chief, BIMP |
| DATE: | DATE: | DATE: |

"Changing Lives, Building a Safer Nation"
MEMORANDUM CIRCULAR

EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

GUIDELINES IN THE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE IN HUMAN RESOURCE MANAGEMENT (HR) SYSTEMS

HRMO – Refers to all human resource management officers and staff in the Jail Bureau.

V. POLICY STATEMENT

The Bureau of Jail Management and Penology acknowledges the right of all jail personnel to be treated equitably and commits to providing consistent, merit-based employment practices that follow the EEOP and encourages individuals to achieve their full potential.

The BJMP management is expected to carry out its duties and personnel actions in a professional and ethical manner compliant with the Jail Bureau’s policy on EEOP, subject to the provisions of Republic Act 6975 and Republic Act 9263, existing rules and regulations of the Jail Bureau and agency needs.

VI. GENERAL GUIDELINES

A. Recruitment, Selection and Placement (RSP)

Subject to all existing policies of the Jail Bureau, the recruitment, selection and placement of personnel shall be based on competence to perform to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, gender, 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 and equal employment opportunity.

a. Publication of Vacancies

a.1 Subject to all existing policies of the Jail Bureau, the agency shall not print or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or decline any

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<td>Ms. Marie Louise E. Engracial Human Resource Management Officer</td>
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<td>DEC GRACIAS C. PARAYAN, CSEJ Jail Director Chief, BJMP</td>
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<td>JCSUPT PAULINO F. MORENO JR, CSEE Director for Personnel and Records Management</td>
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employment application because of an individual's age, gender, 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 and equal employment opportunity.

a.3 Subject to all existing policies of the Jail Bureau, all vacant positions shall be open to all qualified applicants regardless of age, gender, 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 and equal employment opportunity.

b. Assessments and Examinations

b.1 The Jail Bureau shall base its assessment on the policy of equal employment opportunity.

b.2 During the preparation of database of applicants for non-uniformed positions, the HRMO shall note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided.

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

c.1 All applicants must be properly informed of their interview schedule.

c.2 The panelist shall only ask questions related to the selection criteria. Questions shall not pertain to age, gender, 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 and equal employment opportunity.

d. Monitoring Mechanisms

a. The Jail Bureau shall ensure that the Recruitment, Selection and Placement (RSP) process of the agency shall be harmonized with the agency's EEOEOP.
b. The HRMOs shall maintain records of the total number of applicants, including data on classification of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances.

c. Should the HRMOs encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.

d. The HRMOs shall inform the NHRMSB/RHRMSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that BJMP has accorded to them.

B. LEARNING AND DEVELOPMENT

a. The BJMP shall be fully committed to the maximum utilization of employees' abilities and to the principles of equal employment opportunity.

b. The Jail Bureau, through the Directorate for Human Resource Development, shall provide learning and development interventions to address competency gaps and develop the knowledge, skill, and attributes necessary for career growth and advancement.

The provision of external trainings, scholarship or further study to employees shall be evaluated on the basis of accomplishment, job requirement, merit and performance and not on age, gender, 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 and equal employment opportunity.

c. The agency shall ensure the provision of other trainings or development interventions as deemed necessary to ensure that personnel will be more informed and equipped with their rights and privileges.

Subject to all existing policies of the Jail Bureau, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of

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merit and fitness for the job and equal employment opportunity. The EEOP shall be imposed in the conduct of learning and development interventions or in selecting qualified candidates for scholarship and training grants.

d. This policy on Learning and Development (L&D) programs and interventions applies to all personnel referred to in the scope of this policy. To help meet the objectives of this policy, the BJMP shall:

   d.1 Increase awareness of the prevalence, negative implications and effects of discrimination and prejudice on the grounds of age, gender, 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 and equal employment opportunity.

   d.2 Include EEOP in the orientation of newly-hired staff during the on-boarding program; and,

   d.3 Ensure that employees will be informed every time there are updates on the EEOP.

   e. Responsibilities

      1. BJMP's Role

      1.1 The BJMP has the responsibility to take reasonable steps to prevent discrimination, harassment, sexual harassment, victimizations and vilification from occurring in the workplace.

      1.2 The Agency will meet this responsibility by putting this policy in place, educating personnel about inappropriate behaviour, implementing grievance procedures and ensuring compliance by all work units.

      1.3 Complaint of any employee regarding any of the illicit behaviours and acts set out in this policy will be taken seriously.

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**PREPARED BY:**

Ms. Marie Louise E. Engracial
Human Resource Management Officer

JCSUPT PAULINO B MORENO JR, CSEE
Director for Personnel and Records Management

**REVIEWED BY:**

JCSUPT ALLAN S IRAL, CSE
Deputy Chief for Administration / QMR

**APPROVED BY:**

DEOGAN CAS CAÑAYAN, CSE
Deputy Director

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1.4 All complaints will be dealt with in a sensitive and confidential manner. Each formal complaint will be investigated and, if substantiated, appropriate disciplinary action shall be implemented.

2. Employee's Role

2.1 Employees have a responsibility to ensure that he or she shall not discriminate against, harass, bully, victimize or vilify any other worker, prospective employee, or any other person at the workplace.

2.2 Employees should be aware that they can be held legally responsible for their unlawful acts or the acts of persons on their behalf.

2.3 Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.

2.4 All employees should ensure that Equal Employment Opportunity is also applied to clients, partners, suppliers, and any other person or organization that deals with the BJMP.

2.5 Employees must report any incidents or suspected incidents to their immediate supervisors.

3. Managers’ Role

3.1 Managers shall include the Command Group, Directors of Directorates and Chiefs of Offices, Regional Directors, Division Chiefs, Provincial Jail Administrators and Wardens. They shall have an important role in the prevention of inappropriate workplace behavior.

3.2 Managers must ensure that they do not discriminate against, harass, bully, victimize or vilify employees or any other person.

3.3 Managers shall ensure that all employees understand and implement this policy and ensure that an appropriate work culture is maintained.

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4. Conduct of Developmental Interventions

4.1 Profiling of participants should be done prior to the conduct of the training to confirm their availability and assess their readiness and requirements for the training.

4.2 The training Secretariat shall note if there are participants who are included in the specialized groups (i.e. solo parent, indigenous people, or pregnant women etc.) so that their needs will be properly addressed.

4.3 Training modules/topics, learning materials and language should be sensitive to the needs/physical well-being of specialized groups.

4.4 Venues for trainings should be in a location where facilities for persons with special needs are available.

4.5 Food provisions should consider the participant's religion or health conditions.

4.6 The training Secretariat must, at all times, be available for participants included in the specialized groups.

C. PERFORMANCE MANAGEMENT

a. Subject to all existing policies of the Jail Bureau, there shall be no discrimination in the implementation of performance management system on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity. The EEOP shall be imposed in the implementation of performance management strategies and tools such as the Strategic Performance Management System (SPMS).

b. The distribution of tasks/assignments of personnel should be discussed by the supervisor and subordinates so that there will be consensus and agreements on commitments/targets of the office/division.
c. Assignments/tasks should consider the needs of personnel belonging to specialized groups or those who are recuperating from life-threatening illnesses/undergoing chemotherapy or radiation.

d. Assignments that would require mobility/travel to regions/field operating units or representation to inter-agency activities usually held outside the workplace should be agreed upon of all the personnel in the office/division.

e. Work areas that will ensure the safety and easy access of personnel who have physical limitations or health-related conditions must be provided.

f. Pregnant personnel should not be given assignments/tasks that may endanger their life as well as that of their unborn child.

g. All personnel belonging to the Indigenous People’s group should not be given targets and activities which are contrary to their cultural beliefs and practices.

h. 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.

D. REWARDS AND RECOGNITION

a. Subject to all existing policies of the Jail Bureau, the rewards and recognition of staff shall be based on equal opportunity, merit, performance and accomplishments and shall not be based on age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

b. Equal opportunities shall be given to all employees and those belonging to specialized groups. The agency shall ensure that they should not be left behind because of their limitations and restrictions.
c. The BJMP-PRAISE Committee shall ensure that the nomination and deliberation of BJMP's Best, Gawad Penolohiya and other recognitions shall be in accordance with the EEOP.

VII. SEPARABILITY CLAUSE

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

VIII. REPEALING CLAUSE

All issuances inconsistent with these guidelines shall be deemed superseded.

IX. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless superseded by an appropriate issuance.