Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

JUN 09 2022

MEMORANDUM CIRCULAR
NO.: 2023-041

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

1. **REFERENCES:**
   a. 1987 Philippine Constitution (Article II Section 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";
   b. Presidential Decree 966, 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";
   c. Republic Act (RA) No. 10911, dated July 21, 2016, entitled, "An Act Prohibiting Discrimination Against Any Individual in Employment on Account of Age and Providing Penalties Therefor";
   d. RA No. 10028, dated March 16, 2010, entitled, "Expanded Breastfeeding Promotion Act of 2009";
   e. RA No. 9262, dated March 8, 2004, entitled, "Anti-Violence Against Women and Their Children Act of 2004";
   f. RA No. 8972, dated November 7, 2000, entitled, "The Solo Parents' Welfare Act of 2000", An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds Therefor and for other Purposes;
   g. RA No. 8371, dated October 29, 1997, entitled, "The Indigenous Peoples Rights Act of 1997";
   h. RA No. 7877, dated February 14, 1995, entitled, "Anti-Sexual Harassment Act of 1995", An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes;
   i. RA No. 7192, dated February 12, 1992, entitled, "Women in Development and Nation Building Act";
   j. RA No. 7041, dated June 5, 1991, entitled, "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor and for Other Purposes";
   k. RA No. 6725, dated May 12, 1989, entitled, "An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment, Amending for the Purpose Article One Hundred Thirty Five of the Labor Code, as Amended";

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l. CSC Memorandum Circular (MC) No. 24, s. 2016 "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators";
m. CSC MC No. 30, s. 2014 "Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector dated December 22, 2014";
n. CSC MC No. 7, s. 2014 "Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7211";
o. CSC MC No. 48, s. 2013 "Directing all Concerned Government Agencies to Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming";
p. CSC MC No. 6, s. 2012 "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)";
q. CSC MC No. 07, s. 2007 "Program on Awards and Incentives for Service Excellence";
r. CSC MC No. 2, s. 2001 "Revised Policies on the Settlement of Grievances in the Public Sector";
s. CSC MC No. 43, s. 1993 "Streamlining and Deregulating Human Resource Development Function";
t. CSC MC No. 28, s. 1990 "Reiterating Certain Policies in the Conduct of Government Training and Development Program"; and
u. CSC MC No. 10, s. 1989 "Establishing the Personnel Development Committee (PDC)".

2. **RATIONALE:**

The Philippine National Police (PNP) upholds and recognizes the value of equality and diversity among all pillars and elements of human resource management systems.

In compliance with CSC MC 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 Employment Opportunity Principle (EEOP) in all areas of human resource management, namely: Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R), the PNP shall establish its internal guidelines on the EEOP. This Memorandum Circular (MC) shall provide the guidelines in the implementation of the EEOP in Human Resource Management (HRM) Systems.

3. **SITUATION:**

The CSC MC No. 24, s. 2016 sets forth the PRIME-HRM Enhanced Maturity Level Indicators and requires the institutionalization of the EEOP as part of the Evidence Requirements in order for the PNP to attain Level II Maturity. Identifying the maturity level of an organization results in better planning and implementation of specific functions of HRM systems leading to higher personnel and organizational

performance. Meeting a set of indicators per level shall be the basis of the Commission in granting the corresponding recognition or award.

A CSC-approved EEOP is included in the list of Evidence Requirements as a compliance to attain Level II Maturity under the PRIME-HRM. However, the PNP has no policy on EEOP that would cover the four core systems of human resource management. Hence, there is a need to craft a separate EEOP policy apart from the policies on Merit Selection, Placement, and Promotion Plan (MSPPP), Program on Awards and Incentives for Service Excellence (PRAISE), and Strategic Performance Management System (SPMS). Once approved, all PNP personnel shall observe the MC to institutionalize the EEOP in the four (4) core systems of HRM in the PNP.

4. **PURPOSE:**

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

This policy shall eliminate all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce where diversity on account of age, gender identity and sexual orientation, civil status, disability, religion, ethnicity or political affiliation are recognized and respected, subject to the agency's needs and requirements.

5. **DEFINITION OF TERMS:**

For purposes of this MC, these terms are defined as follows:

a. Assessment – the systematic collection, review, and use of information about educational programs and services undertaken for the purpose of quality improvement, planning, and decision-making.

b. Bullying – repeated, unreasonable behavior 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;

c. Disability – physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual;

d. Discrimination – any distinction, exclusion or restriction made on the basis of grounds as enumerated which has the effect or purpose of impairing or nullifying the recognition, enjoyment of 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:
   1) Age;
   2) Career status, family responsibilities, potential status, disability/impairment;

3) Employment activity;

4) Sexual orientation and gender identity, lawful sexual activity;

5) Industry activity;

6) Marital status;

7) Physical features;

8) Political belief or activity;

9) Pregnancy, breastfeeding;

10) Race (including color, ethnicity or ethnic origin);

11) Religious belief or activity; and

12) Others that may be identified by the PNP.

e. Equal Employment Opportunity – employment policies and practices which are based on, and operate according to the principle of merit, fitness and equality;

f. Evidence Requirement – an evidence requirement is the information you need to know about a certain citizen or business to allow them to complete a procedure. An evidence requirement is not the same as the evidence itself, which is a specific document or data (issued by a public authority) that can meet a certain evidence requirement.

g. Human Resource Management – is the strategic approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of an employer's strategic objectives.

h. Impairment – any loss, diminution or aberration of psychological, physiological, or anatomical structure or function;

i. Monitoring Mechanism – mechanisms that enable researchers to access data, which in turn triggers examination and management procedures, as well as techniques for encouraging and discouraging certain types of conduct; and

j. Specialized Groups – groups who need special attention/consideration from the agency, such as but not limited to the following:
   1) Pregnant women, nursing/lactating mothers and mothers with infant children;

   2) Solo parent;

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3) Senior citizen (for NUP positions);

4) Differently-abled person;

5) Indigenous people; and

6) Others that may be identified by the PNP.

6. **GUIDELINES:**

a. **General Guidelines:**

1) **Recruitment, Selection and Placement (RSP),** subject to all existing laws and policies of the PNP and the CSC, the recruitment, selection, placement and promotion of personnel shall be based on merit and fitness, qualification and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of NUP on account of age, sexual orientation and 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 equal employment opportunity.

a) Publication of Vacancies, subject to all existing policies of the PNP, 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 employment application because of an individual's age, sexual orientation and 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.

All vacant positions shall be open to all qualified applicants regardless of age, sexual orientation and 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 and equal employment opportunity.

b) Assessment and Examination, the PNP shall base its RSP assessment on the policy of equal employment opportunity principle; during the preparation of any listing or database of applicants, the Secretariat, Human Resource Merit Promotion and Selection Board (HRMPSB) shall note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided;

c) HRMPSB Panel Interview, all applicants must be properly informed of their interview schedule; the panelist shall only ask question related to the selection criteria. Questions shall not

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pertain to age, sexual orientation and gender identity, 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; and

d) Monitoring Mechanism, the PNP shall ensure that the RSP process of the agency shall be harmonized with the agency's EEOP; the Secretariat, HRMPSB shall maintain records of the total number of applicants, including data on classification of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances; should the Secretariat, HRMPSB encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them; the Secretariat, HRMPSB shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that the PNP has accorded to them.

2) **Learning and Development (L&D):**

a) The Directorate for Human Resource and Doctrine Development (DHRDD) shall align competency programs to the agency's vision, mission, and mandate, specifically the agenda to intensify the PNP NUP capacity building programs;

b) Philippine National Police Training Service (PNPTS) shall proactively lead in the implementation of the Learning and Development plan and its management system; and

c) Learning and Development shall lead the way and promote effective adult learning methodologies such as, just-in-time, just-the-right amount of information and other capability-building approaches.

3) **Performance Management (PM):**

a) The EEOP shall be imposed in the implementation of performance management strategies and tools such as the SPMS;

b) The distribution of tasks/assignments of personnel should be discussed by the supervisors 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, dialysis and the like;

d) Assignments that would require mobility such as travel to provinces and regions and/or representation to inter-agency

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activities held outside the workplace should be agreed upon of all the personnel in the office/division/unit;

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 PNP personnel should be given due consideration on assignments/tasks to ensure their safety as well as that of their unborn child;

g) All PNP personnel belonging to the Indigenous People's group and other employees with similar religious and cultural beliefs and practices should be given targets and activities which are compliant with their beliefs and practices; and

h) The standard rating scale approved by the CSC 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.

4) **Rewards and Recognition (R&R):**

a) Subject to all existing policies of the PNP, 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 and 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 equal employment opportunity;

b) Equal opportunities shall be given to all NUP and those belonging to specialized groups. The agency shall ensure that they should not be left behind because of their limitations and restrictions; and

c) PRAISE Committee shall ensure that the nomination and deliberation of the CSC Honor Awards Program (HAP) and other recognitions shall be in accordance with the EEOP.

b. **Specific Guidelines:**

1) Profiling of participants shall be done prior to the conduct of the training to confirm their availability and assess their readiness and requirements for the training;

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

3) Training modules/topics, learning materials and language shall be sensitive to the needs/physical well-being of specialized groups;

4) Venues for trainings should be in a location where facilities for people with special needs are available;

5) Food provisions should consider the participant's religion or health conditions; and

6) The training secretariat shall attend at all times the needs of the specialized groups during the activity.

c. **Responsibilities:**

1) The Role of the PNP

a) The PNP is responsible in making reasonable steps to prevent discrimination, harassment, sexual harassment, abuses, and backbiting from occurring in the workplace;

b) The PNP is responsible in setting this policy in place, educating personnel about inappropriate behavior, implementing grievance procedures and ensuring compliance by all work units;

c) Complaint of any NUP regarding any of the illicit behaviors and acts set out in this policy will be taken seriously;

d) 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; and

e) The PNP personnel both uniformed and non-uniformed shall ensure respect and harmonious relationship with each other neither superior, same level and/or lower grade in designation.

2) The Role of the NUP

a) All NUP are responsible in ensuring that they do not discriminate, harass, bully, abuse and backbite other NUP in the workplace;

b) All NUP shall be aware that they can be held legally responsible for their unlawful acts or the acts of others on their behalf;

c) All NUP who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable;

d) All NUP should ensure that Equal Employment Opportunity is also applied to clients, partners, stakeholders and any other people or organization that deals with the PNP; and

e) All NUP must report any incidents or suspected incidents to their immediate supervisors.

3) The Role of Supervisors

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 the NUP or any other personnel; and

b) Supervisors shall ensure that all subordinates understand and implement this policy and ensure that an appropriate work culture is maintained.

7. **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.

8. **REPEALING CLAUSE:**

All issuances inconsistent with these guidelines shall be deemed superseded.

9. **EFFECTIVITY:**

This MC, issued pursuant to the Memorandum from the Office of the President dated May 6, 2022 with subject, "Additional Authority for the Officer-In-Charge (OIC) of the Philippine National Police (PNP)", shall take effect upon approval of the Civil Service Commission and after 15 days upon the filing of a copy thereof at the University of the Philippines Law Center, in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987", as amended.

VICENTE D DANAO, JR
Police Lieutenant General
Officer-In-Charge, PNP

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Chief Admin Officer

CIVIL SERVICE COMMISSION
Republic of the Philippines

Civil Service Commission National Capital Region

24 June 2022

Police Lieutenant General VICENTE D. DANAO, JR.
Officer-in-Charge
Philippine National Police – National Headquarters
Camp BGen Rafael T. Crame, Quezon City

Dear **Police Lieutenant General Danao**:

This is to acknowledge receipt of unnumbered Memorandum Circular, **Guidelines in the Implementation of Equal Employment Opportunity Principle (EEOP) in Human Resource Management (HRM) Systems**, dated 9 June 2022, which shall form part of the PNP's Merit Selection Plan.

Thank you.

Very truly yours,

JUDITH A. DONGALLO-CHICANO
Director IV

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