



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

## Memorandum Order

No. 77

Series of 2021

### **SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP) IN HUMAN RESOURCE MANAGEMENT SYSTEM - LEARNING AND DEVELOPMENT OF DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE**

#### **I. PURPOSE**

The Department of Agriculture (DA) supports and recognizes the value of equality and diversity among all pillars and elements of Human Resource Management Systems.

Pursuant to CSC Memorandum Order Circular 24, s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), which requires the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource management particularly its core systems on Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R), DA-Central Office (DA-CO) establishes the internal guidelines on EOP.

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

The DA Memorandum Order is being issued to observe and institutionalize EOP principles in the core system of Learning and Development.

#### **II. OBJECTIVES**

1. Establish a system characterized by strict observance and implementation of the EOP, not to discriminate based on age, civil status, gender identity, sexual orientation, political affiliation, regional and/or ethnicity or to persons who are differently-abled, physically challenged and with disability, an equal opportunity for Learning and Development (L&D), using the equality principle in the evaluation of officials and employees for training and scholarship both local and abroad;
2. Promote a learning environment that is free from all forms of discrimination and harassment;
3. Eliminate unnecessary, arbitrary or artificial practices that affect officials and employees;

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4. Increase employee awareness and acceptance of gender, pregnancy, childbirth or related medical conditions, race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, use of family and medical leave, genetic testing, and any other basis produced by law;
5. Provide opportunity to undergo at least one planned human resource development intervention for DA personnel;
6. Ensure that all our officials and employees shall have full and equal access to trainings, scholarships and other Human Resource Development interventions on account of gender identity, sexual orientation, age, civil status, physical disability, religion, ethnicity, political affiliation, economic, and social status or other similar factors/personal circumstances which run counter to the principles of equality; and
7. To achieve a competent and professional workforce that is welcoming to women, men, persons of other sexual orientation and gender identity and expression, persons with disabilities, and individuals from all ethnic groups, mindful of inclusivity and diversity principles.

### III. SCOPE

This order covers all officials and employees in the Department of Agriculture-Central Office (DA-CO).

### IV. GENERAL GUIDELINES

#### 1. LEARNING AND DEVELOPMENT

- a. DA-CO shall be fully committed to the development and utilization of employees' abilities and competencies including application of the principles of equal opportunities.
- b. HRDD shall provide L&D interventions to address competency gaps, knowledge, skills, and attributes necessary for the career growth and advancement of DA personnel.
- c. HRDD shall proactively lead in the implementation of the L&D plan and its management system.



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- d. The provision of external trainings, scholarships or further study to employees shall be evaluated on the basis of accomplishment, job requirements, merit and performance, and not on 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. Likewise, age should not also hinder the application for scholarships or training grant, both local and abroad, unless specified by the sponsoring institutions.
- e. HRDD shall ensure the provisions of other trainings or appropriate L&D interventions necessary to ensure that personnel will be more informed and equipped with the necessary competencies that will enable them to perform their job functions and work responsibilities effectively and efficiency.
- f. The EOP shall be practiced and imposed in the conduct of L&D interventions or in the selection of qualified candidates for scholarships and training grants both local and abroad.
- g. In the conduct of L&D interventions, the following must be observed:
  - g.1. Profiling of participant should be done prior to the conduct of training or other L&D interventions, and to confirm their participation, qualification and assess their readiness requirements as learners or trainees for the training. It will also serve as information and training input for Learning Service Provider (LSP)/Resource Speaker (RS)/Subject Matter Expert (SME).
  - g.2. Trainings and other appropriate L&D interventions should be aligned with the results of Training Needs Assessment (TNA) or Learning Needs Assessment (LNA) and priority target competencies identified from Individual Development Plan (IDP). These prioritized gaps or weaknesses identified will be the focus of development, improvement or enhancement activity of the HRDD.
  - g.3. HRDD shall lead the way in promoting effective adult learning methodologies and other capability building approaches.
  - g.4. The content, methodologies, strategies approaches, technology and delivery of training shall be free from biases, hence to ensure that opportunities are made available equitably, all activities or events are arranged taking into account the needs of participants who are included in the specialized groups and their learning style.
  - g.5. Training module materials/topics, materials and language shall be sensitive to the needs/physical well-being of specialized groups (e.g., the use of non-sexist language as espoused by the Civil Service Commission)

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- g.6. Venues for training and other learning and development interventions should be evaluated and determined based on location, accessibility, cost, functionality, congruency, appropriate provision of food, and appeal to the participants. There should be facilities for persons with special needs readily made available including accessible physical, technological and other features equipped with trained personnel staff that can handle such cases.
- g.7. Food provisions should consider the participant's religion, health conditions, and other special dietary needs.
- g.8. The HRDD Staff, must at all times, be available to respond to the needs of participants included in the specialized groups.

## V. ROLES AND RESPONSIBILITIES

### 1. DA's Role

- a. DA-CO shall be responsible in making reasonable steps to prevent discrimination, sexual harassment, harassment, abuses, victimizations, backbiting, and vilification from occurring in the workplace.
- b. DA-CO shall be responsible in setting and formulating this policy in place, including informing and educating personnel about the inappropriate behavior, implementing grievance procedures, and ensuring the compliance by all work units of the said EOP.
- c. DA-CO shall ensure that employees will be informed about updates on EOP.
- d. Complaints of any employee regarding any of the illicit behaviors and acts set out in this policy will be taken seriously.
- e. All complaints will be dealt with in a sensitive and confidential manner. Each formal complaint will be investigated and, if substantiated, recommended appropriate disciplinary action.

### 2. Employee's Role

- a. Employees shall be responsible in ensuring that he or she shall not discriminate, harass, bully, victimize, abuse, backbite, and vilify any other employees in the workplace.
- b. Employees should be aware that they can be held legally responsible for their unlawful acts or the acts of other persons on their behalf.
- c. Employees who shall assist or encourage inappropriate acts such as bullying or harassment shall also be held liable.

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- d. Employees should ensure that equal opportunity is also applied to clients, partners, suppliers, and any other person or organization that deals with the Department.
- e. Employees must report any incidents or suspected incidents of the EOP to their immediate supervisor.

3. Supervisor's Role

- a. Supervisors have an important role in the prevention of inappropriate workplace behavior. They must ensure that they do not discriminate, harass, bully, abuse, victimize, back bite, and vilify employees or any other people in the workplace.
- b. Supervisors shall ensure that all subordinates understand and implement this policy, and that an appropriate work culture is maintain.
- c. Supervisors shall observe any behavior that is inconsistent with these guidelines. They are expected to immediately act in the matter within their capacity or level of authority.
- d. Supervisors shall receive and act on any report or complaint about a violation or possible violation of the EOP of their subordinate. They must immediately take actions in accordance with the established mechanism.

**VI. 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.

**VII. REPEALING CLAUSE**

All issuances inconsistent with these guidelines shall be deemed amended or superseded accordingly.

**VIII. EFFECTIVITY**

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

Done this 13th day of December 2021.



**WILLIAM D. DAR, Ph.D.**  
Secretary



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DEPARTMENT OF AGRICULTURE



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