



MARIANO MARCOS STATE UNIVERSITY EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES



Approved by the Board of Regents through
BOR Resolution No. 004, s. 2021



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

TABLE OF CONTENTS

I.	RATIONALE	1
II.	LEGAL BASES	2
III.	POLICY STATEMENT	4
IV.	OBJECTIVE.....	5
V.	DEFINITION OF TERMS	5
VI.	SCOPE AND COVERAGE.....	7
VII.	GENERAL GUIDELINES.....	8
	7.1. GENERAL PROVISIONS	8
	7.2. SPECIFIC PROVISIONS	9
	7.2.1. ADMINISTRATIVE TRANSACTIONS.....	9
	7.2.1.1. HUMAN RESOURCE MANAGEMENT	9
	7.2.1.1.1. Recruitment and Selection	9
	7.2.1.1.2. Learning and Development	12
	7.2.1.1.3. Performance Management	13
	7.2.1.1.4. Rewards and Recognition.....	13
	7.2.1.1.5. Other Personnel Services	14
	7.2.1.2. PROCUREMENT/BIDDING SERVICES	14
	7.2.1.3. STUDENT SERVICES	15
	7.2.1.3.1. Admission.....	15
	7.2.1.3.2. Instruction.....	15
	7.2.1.3.3. Other Student Services.....	15
	7.2.1.4. RESEARCH AND EXTENSION	16
VIII.	COMMUNICATION PLAN.....	16
IX.	REPEALING CLAUSE.....	17
X.	SEPARABILITY CLAUSE.....	17
XI.	EFFECTIVITY CLAUSE	17
XII.	COMMITMENT	17



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

I. RATIONALE

The Mariano Marcos State University (MMSU) envisions to become a leading institution for inclusive management and shared leadership in gender, cultural sensitivity and operating systems for higher education institutions and development. The University adheres to the promotion of social justice and human rights' clause under Section 1, Article XIII of the 1987 Constitution which states the enactment of measures that protect and enhance the right of all people to human dignity, reduce social, economic, and political inequalities, and remove cultural inequities by equitably diffusing resources and political authority for the common good and to create economic opportunities based on freedom of initiative and self-reliance.

The University upholds the various laws that were enacted to promote equal opportunity and equality. Topmost is the Republic Act 7277, the Magna Carta for Disabled Persons, which stipulates the removal of all social, cultural, economic, environmental and attitudinal barriers that are prejudicial against disabled persons. Moreover, Republic Act 10524 (An Act Expanding the Positions Reserved For Persons With Disability, Amending for the Purpose Republic Act No. 7277, As Amended, Otherwise Known as the Magna Carta For Persons With Disability), explicitly prohibits the denial of access of persons with disability to opportunities for suitable employment, provided they are qualified. Accordingly, they shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentive or allowances as a qualified able person.

The Philippines, as a state party to the United Nations (UN) Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), known as the International Bill of Rights of Women, is obliged to pursue and implement programs, projects, and activities that will contribute to the achievement of women's empowerment, gender equality and to end discrimination among women. Moreover, the Women in Development and Nation Building Act or RA No. 7192 likewise reiterates the principle of gender equality and directs all government agencies and departments to review and revise all regulations to remove gender bias.

Further, Republic Act 8371 (An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and for Other Purposes") or the Indigenous People's Rights Act of 1997 guarantees that members of the ICCs/IPs regardless of sex, shall equally enjoy the full measure of human rights and freedoms without distinction or discrimination.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

Pursuant to CSC Resolution 89-463, Policy Directions on Equality of Employment Opportunity in the Government Service (1989), MMSU aims to institutionalize an Equal Opportunities System. Hence, this Equal Opportunity Policy is promulgated to cater not only to employees but to everyone including job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University.

II. LEGAL BASES

- 2.1. Philippine Constitution (1987)
- 2.2. Batas Pambansa Bilang 344, An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments, and Public Utilities to Install Facilities and Other Devices (1983)
- 2.3. Republic Act No. 6725, "An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment" (1989)
- 2.4. Republic Act 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes" (1989)
- 2.5. Republic Act No. 7192, "Women in Development and Nation Building Act" (1991)
- 2.6. Republic Act No. 7041, "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes" (1991)
- 2.7. Republic Act 7277, "An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes" (1992)
- 2.8. Republic Act No. 7877, "Anti-Sexual Harassment Act of 1995 "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes"
- 2.9. Republic Act 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" (1997)
- 2.10. Republic Act No. 8972, "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
- 2.11. Republic Act No. 9262, "Anti-Violence Against Women and Their Children Act of 2004"
- 2.12. RA 9442, "An Act Amending Republic Act No. 7277, Otherwise Known as the "Magna Carta For Disabled Persons, And For Other Purposes" (2007)



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 2.13. Republic Act 11032, An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes
- 2.14. Republic Act No. 10028, "An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act No. 7600" (2010)
- 2.15. Republic Act No. 9994, "An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act No. 7432, As Amended, Otherwise Known as "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes" (2010)
- 2.16. RA 10524, "An Act Expanding the Positions Reserved For Persons With Disability, Amending For The Purpose Republic Act No. 7277, As Amended, Otherwise Known As The Magna Carta For Persons With Disability" (2012)
- 2.17. Republic Act RA 10754 "An Act Expanding the Benefits and Privileges of Persons With Disability (PWD)" (2016)
- 2.18. Republic Act No. 10911, "An Act Prohibiting Discrimination Against and Individual in Employment on Account of Age and Providing Penalties therefor" (2016)
- 2.19. Republic Act No. 10931, "An Act Promoting Universal Access to Quality Tertiary Education by Providing for Free Tuition and Other School Fees in State Universities and Colleges, Local Universities and Colleges and State-Run Technical-Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for Tertiary Education, and Appropriating Fund Therefor (2016)
- 2.20. Republic Act No. 11210 "An Act Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers With an Option to Extend for an Additional Thirty (30) Days Without Pay, and Granting an Additional Fifteen (15) Days for Solo Mothers, and for Other Purposes" (2019)
- 2.21. Presidential Decree 966, "Declaring violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor" (1976)
- 2.22. Batas Pambansa Blg. 344, An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to install Facilities and Other Devices (1982)
- 2.23. CSC Resolution 89-463, Policy Directions on Equality of Employment Opportunity in the Government Service (1989)
- 2.24. CSC Memorandum Circular No. 10, s. 1989 "Establishing the Personnel Development Committee (PDC)"
- 2.25. CSC Memorandum Circular No. 28, s. 1990 "Reiterating Certain Policies in the Conduct of Government Training and Development Program"



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 2.26. CSC Memorandum Circular No. 43, s. 1993 "Streamlining and Deregulating Human Resource Development Function"
- 2.27. CSC Memorandum Circular No. 2, s. 2001 "Revised Policies on the Settlement of Grievances in the Public Sector"
- 2.28. CSC Memorandum Circular No. 07, s. 2007 Program on Awards and Incentives for Service Excellence"
- 2.29. CSC Memorandum Circular No. 6, s. 2012 "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)"
- 2.30. CSC Memorandum Circular 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"
- 2.31. CSC Memorandum Circular No. 7, s. 2014 "Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277"
- 2.32. CSC Memorandum Circular No. 30, s. 2014 "Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector"
- 2.33. CSC Memorandum Circular No. 24, s. 2016 "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators"

III. POLICY STATEMENT

The Equal Opportunity Policy (EOP) upholds the commitment of the Mariano Marcos State University to promote equal opportunity in employment, education and service delivery in recognition of the universal principles of equity, fairness and social justice and in accordance with anti-discrimination laws across all functions and services.

We value every employee, job candidate or applicant, student, supplier, contractor, stakeholder, partner and visitor and commit to treat them equally without prejudice or bias.

MMSU commits to protect everyone who transacts with MMSU who may face discrimination or harassment in relation to their age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

IV. OBJECTIVE

This Equal Opportunity Policy aims to develop a positive environment that is conducive for working, teaching, learning and conducting business through the practice of fair and unbiased treatment that respects diversity.

V. DEFINITION OF TERMS

For the purpose of this policy, the following terms are defined:

- 5.1. **Breastfeeding Room** – a private, clean, sanitary, and well-ventilated room with appropriate facilities strategically located at MMSU premises provided for nursing employees, students, and all clients to wash up, breastfeed, or express their milk for storage (RA 10028; Magna Carta of Women).
- 5.2. **Discrimination** – refers to any distinction, exclusion, or restriction on the grounds of status, or condition such as ethnicity, age, poverty, or religion or sex, sexual orientation, gender preference, identity and expression, hereinafter referred to as “SOGIESC” which has the effect or purpose of impairing or nullifying the recognition, enjoyment, or exercise by a person, 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. It includes any act or omission, including by law, policy, administrative measure, or practice, that directly or indirectly excludes or restricts anyone, especially women, in the recognition and promotion of their rights and their access to and enjoyment of opportunities, benefits, or privileges (Anti-Discrimination Act; Magna Carta of Women).
- 5.3. **Flexible Working Schedule** – flexible work arrangements by granting an employee to vary his/her arrival and departure time without affecting the core work hours in support to balancing family obligations and work responsibilities (Solo Parent Act; Magna Carta of Women).
- 5.4. **Gender Equality** – refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potential to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights (CHED Memorandum Order No. 01 Series of 2015).
- 5.5. **Harassment** – the act of systematic and/or continued unwanted, unwelcome, uninvited and annoying actions or behavior, including threats and demands which makes a person feel offended, humiliated or intimidated such as but not limited to sexual harassment, intimidation, ridicule, assault, and/or offensive jokes or pictures (Magna Carta of Women; Anti-Sexual Harassment Act; Anti-Violence Against Women).



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 5.6. **Indigenous Cultural Communities/Indigenous Peoples** – refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos. ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains (Indigenous Peoples’ Rights Act of 1997);
- 5.7. **Lactating Mothers** – refers to employees, students, and clients who is lactating or breastfeeding her infant or young child.
- 5.8. **LGBTQ+** - is an acronym for lesbian, gay, bisexual, transgender and queer or questioning which is an inclusive term used to describe a person’s sexual orientation or gender identity. The symbol “+” represents other sexual identities including pansexual, intersex, and asexual.
- 5.9. **Persons with Disability** – include those who have long term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society in equal basis with others (Magna Carta for Persons with Disability).
- 5.10. **SOGIESC** – refers to sexual orientation, gender identity, expression, and sex characteristics
- 5.10.1. Sexual Orientation – each person’s capacity for profound emotional, affectional and sexual attraction to, and intimate and sexual relations with, common as heterosexual, homosexual, bisexual, pansexual, androsexual, gynosexual, and asexual.
- 5.10.2. Gender Identity – refers to each person’s deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, termed as cisgender, transgender, gender fluid, and agender
- 5.10.3. Gender Expression – the way in which a person expresses gender identity, typically through their appearance, dress, and behavior termed as feminine, androgynous, and masculine.
- 5.10.4. Sex Characteristics – biological and physical traits that indicate biological sex such as chromosomes, genitalia, gonads, hormones, and reproductive organs categorized as male, female and intersex.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 5.11. **Senior Citizen** – any resident citizen of the Philippines at least sixty (60) years old (Expanded Senior Citizens Act of 2010)
- 5.12. **Solo Parent** – any person/individual who falls under any of the following categories:
- 5.12.1. 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;
 - 5.12.2. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
 - 5.12.3. 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;
 - 5.12.4. 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;
 - 5.12.5. 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;
 - 5.12.6. 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 is entrusted with the custody of the children;
 - 5.12.7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
 - 5.12.8. 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;
 - 5.12.9. Any other person who solely provides parental care and support to a child or children;
 - 5.12.10. 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 (Solo Parents' Welfare Act of 2000).
- 5.13. **University** – refers to the Mariano Marcos State University.

VI. SCOPE AND COVERAGE

The Mariano Marcos State University's Equal Opportunity Policy applies to all employees, job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University across all functions and services.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

VII. GENERAL GUIDELINES

7.1. GENERAL PROVISIONS

These provisions apply to all employees, job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University.

- 7.1.1.** The University shall develop and institutionalize a sex-disaggregated databank of students, employees, job candidates, contractors, stakeholders, partners and visitors that have been systematically gathered, regularly updated, and subjected to gender analysis for planning, programming, and policy formulation.
- 7.1.2.** The University shall provide comprehensive health/mental services and facilities that are gender-responsive and culture-sensitive in support to family obligations and work and school responsibilities, hence:
 - 7.1.2.1.** Breastfeeding rooms shall be provided and strategically located at MMSU premises to be accessible for nursing employees, students, and all clients to wash up, breastfeed, or express their milk for storage. Nursing employees/students shall be granted break intervals in addition to the regular time-off for meals to breastfeed or express milk. This interval shall include time spent in going to and from the nearest breastfeeding room and shall be counted as compensable hours worked for employees.
 - 7.1.2.2.** Establishment of Drop-in (Child Day Care) Center where employees, students, and other clients can entrust and leave their children for care as they perform their tasks, responsibilities or transactions in the University.
 - 7.1.2.3.** Provision of reproductive, sexuality education as well as prevention and management of reproductive diseases/infections, including sexually transmitted diseases, HIV, and AIDs through awareness campaign, seminars and other health-related program applicable to all to be spearheaded by the Health and Wellness Services in collaboration with the College of Medicine and College of Health Sciences.
 - 7.1.2.4.** Unmarried pregnant employees/students shall not be terminated/nor subject for expulsion but shall be given appropriate counselling and due assistance.
- 7.1.3.** The University shall adopt a special queuing scheme that gives priority to senior citizens, pregnant women and PWD. Facilities such as seat and railings shall also be provided to ensure ease and comfort of clients.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 7.1.4.** The University shall identify and designate a sign language interpreter/practitioner to promote inclusive communication in the University.
- 7.1.5.** The University shall ensure indiscriminate access through the installation of accessibility features not limited to ramps, signage, and stickers in strategic areas within the University. Dedicated parking slots for PWD shall also be designated as provided in BP 344.
- 7.1.6.** The University shall adopt the use tactile paving surfaces to ensure easier and safer movement for visually impaired pedestrians.
- 7.1.7.** The University shall provide supportive equipment such as wheelchair and similar equipment to the differently-abled.
- 7.1.8.** The University shall provide mechanisms to prevent and eliminate the occurrence of any forms of grievance, violence and harassment. Assistance shall be extended to individuals who are victims of harassment and other forms of violence and discrimination.
- 7.1.9.** The University shall endeavor to provide specifically designed comfort rooms for men, women, PWD, and universal comfort rooms for LGBTQ+ equipped with sanitation facilities and appropriately located in the premises to ensure safety of all users.
- 7.1.10.** The University shall not impose a dress code for visitors but shall encourage the observance of appropriate and decency in manners of dressing upon admission/entry in the University premises. Employees and students shall wear appropriate attire as prescribed in the Student Handbook and Civil Service rules.
- 7.1.11.** The University shall adopt the use of gender-fair language in writing letters, memoranda, correspondence, issuances and other publications.
- 7.1.12.** The University shall implement capacity building program on gender and human rights education for all.

7.2. SPECIFIC PROVISIONS

7.2.1. ADMINISTRATIVE TRANSACTIONS

7.2.1.1. HUMAN RESOURCE MANAGEMENT

7.2.1.1.1. Recruitment and Selection

Selection of employees for appointment in the University shall be open to all candidates applying the EO Policy at all levels of position, provided they meet the qualification requirements for the position to be filled. Recruitment and selection procedures shall be non-discriminatory, employing tools/aids/measures to facilitate needed services to groups with special needs.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 7.2.1.1.1.1. The basis for acceptance of application is the minimum qualification standards set by the CSC and other competency requirements set by the University and concerned unit/end-user.
- 7.2.1.1.1.2. Data on age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property and other characteristics or factors are part of information processing only as it is contained in the personal information of the applicant and are not part of the pre-evaluation of the application.
- 7.2.1.1.1.3. LGBTQ+ applicants shall be provided equal opportunity in the selection process based on qualification standards prescribed for the position.
- 7.2.1.1.1.4. Applicants with disability who signify their intention to apply in any of the available vacant position in the university shall be considered. Qualified PWDs shall be provided equal opportunity in the selection process based on qualification standards prescribed for the position. No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subjected to the same terms and conditions of employment and the same compensation, privileges, benefits, incentives or allowances as an employed able-bodied person
- 7.2.1.1.1.5. Special assistance to applicants or candidates with disabilities shall be provided as may be needed.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

- 7.2.1.1.1.6. The screening process shall be done in an easily accessible venue with ramps, railings and/or, if available, elevator or escalator.
- 7.2.1.1.1.7. If accompanied, the Promotion and Selection Board shall allow the companion to assist the applicant during the duration of the screening process. If unaccompanied, a University personnel may be assigned to assist the applicant during the duration of the screening process.
- 7.2.1.1.1.8. An applicant/candidate who is deaf or has a hearing impairment shall be afforded, if available, assistance of a sign language practitioner.
- 7.2.1.1.1.9. For applicants/candidates who are blind or with poor eyesight, coordination and arrangement with the Department of Social Welfare and Development (DSWD) or other relevant offices/agencies may be made for auxiliary aids and assistive devices.
- 7.2.1.1.1.10. Promotion, the advancement in rank or position of an employee with an increase in duties and responsibility as authorized by law, usually accompanied by an increase in salary, is based on established policies as provided by Civil Service, DBM, CHED, PASUC and/or as clearly stated in the University Merit System regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

7.2.1.1.2. Learning and Development

All employees are given equal opportunity for a comprehensive and balanced learning and development programs designed to improve their efficiency, effectiveness, and morale incorporated with gender and cultural sensitivity and competency and diversity awareness such as but not limited to the following:

- 7.2.1.1.2.1. Regular conduct of gender sensitivity trainings for faculty members, non-teaching staff and students to develop a gender sensitive environment and promote gender-responsive delivery of services based on mutual respect.
- 7.2.1.1.2.2. Conduct of Disability Awareness Training to capacitate all employees in providing PWD-responsive and client-sensitive services and ensure the developing and maintaining good working relationships with PWD colleagues.
- 7.2.1.1.2.3. Equal opportunity will be given to men, women, LGBTQ+ and PWDs to attend relevant trainings in pursuit of improving their efficiency and effectivity in the conduct of their duties and responsibilities provided that they meet the qualifications required by the training program.
- 7.2.1.1.2.4. All employees shall have equal access to available scholarship and fellowship programs regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors, without prejudice to any limitations imposed due to legal and practical considerations,



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

provided they meet the basic qualifications stipulated in the case of scholarships/fellowships awarded by funding institutions and the approved Personnel Development Plan of the University.

7.2.1.1.3. Performance Management

The University will ensure that performance standards and evaluation procedures free of bias to guarantee a fair and equitable planning, monitoring, coaching, review and evaluation of employee performance. Performance management measures shall not be limited to:

- 7.2.1.1.3.1. Installation of auxiliary aids and assistive devices for PWDs to perform assigned tasks with ease.
- 7.2.1.1.3.2. Adoption of flexible work schedule for solo parents and/or lactating/breastfeeding mothers to vary their arrival and departure time to perform parental duties and responsibilities. Likewise, nursing employees shall be granted break intervals as long as this shall not affect individual and agency productivity and provided further they comply with the minimum work reporting hours prescribed by the CSC.

7.2.1.1.4. Rewards and Recognition

The University shall administer an incentive and award systems without discrimination. Rewards and recognition procedure shall ensure fairness and equality in the acknowledgement of contributions and conferment of awards and incentives.

- 7.2.1.1.4.1. Pursuant to CSC Resolution No. 010112, the University regularly implements the Program on Awards and Incentives for Service Excellence (PRAISE) to recognize



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

the meritorious performance of employees.

7.2.1.1.4.2. Institutionalization of the GAD HALAGA Award as localized version of the PCW GADTIMPALA with specific guidelines formulated by the GAD HALAGA Committee.

7.2.1.1.5. Other Personnel Services

All employees, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, shall have equal access to personnel services such transportation, housing, health and wellness, legal assistance, among others, as provided in existing guidelines.

7.2.1.2. **PROCUREMENT/BIDDING SERVICES**

Consistent with anti-discrimination laws, it is the policy of the University that age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, or property will not be used as criteria in its business contracting practices provided contractors meet the basic qualifications prescribed in RA 9184 or the Government Procurement Reform Act. MMSU shall exert every effort to ensure that all persons, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, have equal access to contracts and other business opportunities with the University.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

7.2.1.3. STUDENT SERVICES

7.2.1.3.1. Admission

All aspiring students regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property are allowed to enroll in the University provided that they have meet the minimum qualifications and requirements as prescribed in the admission policy of the University.

7.2.1.3.2. Instruction

Gender-sensitive and culture-sensitive curriculum shall be developed along with gender-fair instructional materials through the following:

7.2.1.3.2.1. setting minimum standards on gender and cultural sensitivity integrated in the subjects/courses/training curricular, co-curricular and extra-curricular for student trainees;

7.2.1.3.2.2. integration of principles of gender sensitivity in curricular offerings and pedagogical systems and strategies; ensure that all counselling and career education programs are gender- and culture-responsive; and

7.2.1.3.2.3. adoption of comprehensive gender-fair or gender-neutral language policy (e.g. Ms. instead of Mrs., Chair or Chairperson instead of Chairman or Chairwoman, personnel, staff or employees instead of manpower, among others)

7.2.1.3.3. Other Student Services

All students, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, shall have equal access to student services related to Student Development, Scholarship and Assistantship, Medical and Dental Services, Guidance and Counseling, and Accommodation.

7.2.1.4. RESEARCH AND EXTENSION

Research and extension services shall be provided to all persons regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, or property provided they meet the basic qualifications as determined in the Terms of Reference (TOR) of the project. This shall be guided by the following:

7.2.1.4.1. Promotion of social protection to reduce poverty and risk vulnerability; enhance social status and rights of all women, men, PWDs, senior citizens, IPs, LGBTQ+ and all other marginalized groups; promote and protect livelihood employment; protect people against hazards and sudden loss of income; and improve people's capacity to manage risks.

7.2.1.4.2. Delivery of appropriate/suitable technologies that usually comprise skills and materials easily available in the locality and that address gender, issues, inequality, inequity and other concerns.

VIII. COMMUNICATION PLAN

The Office of the Strategic Communication (StratCom) shall develop annual communication plan for the widest dissemination of this EOP through the regular conduct of various communication, education and public awareness (CEPA) activities.



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

IX. REPEALING CLAUSE

All other existing orders, rules and regulations which are inconsistent with this issuance are hereby repealed or amended.

X. SEPARABILITY CLAUSE

If any section or part of this policy is held unconstitutional or invalid by virtue of issuances by competent authorities, the other sections not otherwise affected shall remain in full force and in effect.

XI. EFFECTIVITY CLAUSE

This EOP shall take effect immediately after approval by the MMSU Board of Regents and shall remain in force and effect until suspended or rescinded. This policy is subject to revisions from time to time based on existing laws and issuances by competent authorities.

XII. COMMITMENT

I hereby commit to implement and abide by the provisions of this Equal Opportunity Policy of the Mariano Marcos State University, City of Batac, Ilocos Norte.

SHIRLEY C. AGRUPIS
SUC President IV



MARIANO MARCOS STATE UNIVERSITY

EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

MARIANO MARCOS STATE UNIVERSITY EQUAL OPPORTUNITY POLICY

TECHNICAL COMMITTEE

NATALIZA L. LLAPITAN

Training Specialist I

JOYCE R. TOLENTINO

Administrative Assistant

ADVISORY COMMITTEE

SHIRLEY C. AGRUPIS

University President

ANDRES Y. TUNGPALAN

*Acting VP for Administration and Finance
and Concurrent Director, Administrative Services Division*

CARMELO J. ESTEBAN

VP for Research, Extension and Business

AMI RUTH R. COCSON

VP for Planning and Development

PRIMA FE R. FRANCO

VP for Academic Affairs

MARCELA V. AISON

Director, Human Resources Management Office