



Anti-Discrimination Policies

1. Policy on Breastfeeding Practices
2. Admissions and Retention Policy for Students
3. Equal Employment Opportunity Policies



Republic of the Philippines
Benguet State University
Gender and Development Office
2601 La Trinidad, Benguet

❖ **BENGUET STATE UNIVERSITY** **POLICY ON BREASTFEEDING** **PRACTICES**

**BENGUET STATE UNIVERSITY
POLICY ON BREASTFEEDING PRACTICES**

Implementing Republic Act No. 7600, otherwise known as "An Act Providing Incentives to all Government and Private Health Institutions with Rooming-in and Breastfeeding Practices and for Other Purposes" as amended by Republic Act 10028 known as the "Expanded Breastfeeding Promotion Act of 2009".

**RULE I
ENABLING PROVISIONS**

Section 1. Title – This policy shall be known and cited as the BSU POLICY ON BREASTFEEDING PRACTICES.

Section 2. Purpose – This policy is promulgated to facilitate compliance with and to achieve the objectives of Republic Act No. 7600, otherwise known as "The Rooming-in and Breast-Feeding Act of 1992" as amended by Republic Act 10028 known as the "Expanded Breastfeeding Promotion Act of 2009".

Section 3. Construction – These rules shall be liberally construed and applied in accordance with and in furtherance of the policy and objectives of the law. In case of conflict and/or ambiguity, which may arise in the implementation of these Rules, the concerned agencies shall issue the necessary clarification.

Section 4. Declaration of Policy – Benguet State University shall protect working women by providing safe and healthful working conditions, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and enable them to realize their full potentials in the service of the nation. Towards this end, the University shall promote and encourage breastfeeding and provide the specific measures that would present opportunities for mothers to continue expressing their milk and/or breastfeeding their infant or young child.

Consonant thereto Benguet State University adopts rooming-in as a matter of policy to encourage, protect and support the practice of breastfeeding. It shall create an environment where basic physical, emotional, and psychological needs of mothers and infants are fulfilled through the practice of rooming-in and breastfeeding.

This is consistent with international treaties and conventions to which the Philippines is a signatory such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), which emphasizes provision of necessary supporting social services to enable parents to combine family obligations with work responsibilities; the Beijing Platform for Action and Strategic Objective, which promotes harmonization of work and family responsibilities for women and men; and the Convention on the Rights of the Child, which recognizes a child's inherent right to life and the State's obligations to ensure the child's survival and development.

**RULE II
DEFINITION OF TERMS**

SECTION 5. Definition of Terms. — as used in this Rule, the following terms shall have the meaning as indicated hereunder:

- a) **Age of gestation** - the length of time the fetus is inside the mother's womb.
- b) **Bottle feeding** - the method of feeding an infant using a bottle with artificial nipples, the contents of which can be any type of fluid.
- c) **Breastfeeding** - the method of feeding an infant directly from the human breast.
- d) **Breast milk** - the human milk from a mother.
- e) **Breast milk substitute** - any food being marketed or otherwise represented as partial or total replacement of breast milk whether or not suitable for that purpose.

f) **BSU Policy** – a documented set of broad guidelines, formulated after an analysis of all internal and external factors that can affect the University's objectives, operations, and plans. It lays down the University's response to known and knowable situations and circumstances. It also determines the formulation and implementation of strategy, and directs and restricts the plans, decisions, and actions of the University's leadership in the achievement of its objectives.

g) **Donor milk** - the human milk from a non-biological mother.

h) **Expressed breast milk** - the human milk which has been extracted from the breast by hand or by breast pump. It can be fed to an infant using a dropper, a nasogastric tube, a cup and spoon, or a bottle.

i) **Expressing milk** - the act of extracting human milk from the breast by hand or by pump into a container.

j) **Formula feeding** - the feeding of a newborn with infant formula usually by bottle feeding. It is also called artificial feeding.

k) **Health Workers** – all persons who are engaged in health and health-related work, and all persons employed in all hospitals, sanitarium, health infirmaries, health centers, rural health units, *barangay* health stations, clinics and other health-related establishments, whether government or private, and shall include medical, allied health professional, administrative and support personnel employed regardless of their employment status. It includes clinic personnel at the workplace.

l) **Infant** - a child within zero (0) to twelve (12) months of age.

m) **Infant formula** - the breast milk substitute formulated industrially in accordance with applicable Codex Alimentarius standards, to satisfy the normal nutritional requirements of infants up to six (6) months of age, and adopted to their physiological characteristics.

n) **Lactation management** - the general care of a mother-infant nursing couple during the mother's prenatal, immediate postpartum and postnatal periods. It deals with educating and providing knowledge and information to pregnant and lactating mothers on the advantages of breastfeeding, the risks associated with breast milk substitutes and milk products not suitable as breast milk substitutes such as, but not limited to, condensed milk and evaporated milk, the monitoring of breastfeeding mothers by health workers and breastfeeding peer counselors for service patients to ensure compliance with the Department of Health, World Health Organization (WHO) and the United Nations Children's Fund (UNICEF) on the implementation of breastfeeding policies, the physiology of lactation, the establishment and maintenance of lactation, the proper care of the breasts and nipples, and such other matters that would contribute to successful breastfeeding.

o) **Lactation Stations** - private, clean, sanitary, and well-ventilated rooms or areas in the workplace or public places where nursing mothers can wash up, breastfeed or express their milk comfortably and store this afterward.

p) **Low birth weight infant** - a newborn weighing less than two thousand five hundred (2,500) grams at birth.

q) **Milk Donor** – a healthy lactating mother who volunteers to donate her milk

r) **Mother's milk** - the breast milk from the newborn's own mother.

s) **Nursing employee** – any female worker, regardless of employment status, who is lactating or breastfeeding her infant and/or young child

t) **Wet-nursing** - the feeding of a newborn from another mother's breast when his/her own mother cannot breastfeed.

u) **Workplace** - work premises, whether private enterprises or government agencies, including their subdivisions, instrumentalities and government-owned and -controlled corporations.

v) **Young child** - a child from the age of twelve (12) months and one (1) day up to thirty-six (36) months.

**RULE III
BREASTFEEDING IN THE WORKPLACE**

Section 6. General Statement on Coverage – This Rule shall apply to all nursing employees of the Benguet State University.

Section 7. Workplace Lactation Stations – The University shall establish lactation stations in as many places as is feasible within its campus. The Lactation stations shall be accessible to the worker, adequately provided with the necessary equipment and facilities, such as lavatory for storing expressed breast milk; a small table; comfortable seats where the mother can hand expressed and eventually electrical outlets for breast pumps; and other items, the standards which shall be defined by the Department of Health. The lactation station shall be clean, well ventilated, comfortable and free from contaminants and hazardous substances, and shall ensure privacy for nursing employees to express their milk and/or in appropriate cases, breastfeed their child. In no case, however, shall the lactation station be located in the toilet/classroom/rest room. BSU encourages every office/college to spare a space for a lactation station.

Section 8. Workplace compliance with the Milk Code. In addition, BSU shall take strict measures to prevent any direct or indirect promotion, marketing, and/or sales of infant formula and/or breast milk substitutes within the lactation stations, or in any event or circumstances which may be conducive to the same.

Section 9. Lactation Period - Nursing employees are entitled to break intervals in addition to the regular time-off for meals to breastfeed or express milk. The employees shall apply for the availment of such privilege by informing the HRMO through their immediate supervisors. Upon, availment, they shall always notify their immediate supervisor before leaving their station. The employee must first enter her working environment before the privilege can be availed of and not before or after the 8-hour working period. These intervals which include the time it takes an employee to get to and from the workplace lactation station shall be counted as compensable hours worked. The duration of the lactation period is 1 hour daily, dividing it into two breaks, morning and afternoon, with thirty minutes each, preferably 10:00 am and 3:00 pm.

Section 10. Access to Breastfeeding Information. – BSU shall ensure that staff and employees shall be made aware of this policy. All pregnant employees shall be provided with information on how they can combine breastfeeding and work once they return to work.

Regular breastfeeding education should be for pregnant women focusing on capacitating them with skills and knowledge necessary to continue breastfeeding/expressing breast milk after returning to work (manual breast milk expression, cup feeding, handling, storage and transporting of expressed breast milk).

In line thereto, BSU shall organize, initiate and conduct adequate orientation on lactation management, support program for nursing employees.

**RULE IV
BREASTFEEDING INTEGRATION IN THE CURRICULUM**

Section 11. Integration of Breastfeeding Education in the Curricula. – To encourage and promote breastfeeding, the University shall integrate in the relevant subjects in the elementary, high school and college levels, especially in the medical and education, the importance, benefits, methods or techniques of breastfeeding, and change of societal attitudes towards breastfeeding. Towards this end, the University shall:

- (i) Implement issuances on integration of breastfeeding concepts in the curricula;
- (ii) Develop competencies for faculty members and instructors;
- (iii) Provide related learning experiences (RLEs); and
- (iv) Ensure provision of positive and supportive environment to promote and support breastfeeding

(a) **ACADEMIC ORGANIZATION within the University.** Academic organization within the University shall:

- (i) Protect, promote and support breastfeeding through advocacy in organizational activities, forum and conventions among its members;
- (ii) Recognize schools, higher educational institutions supportive of breastfeeding advocacy through awards, incentives, etc;
- (iii) Encourage and support relevant breastfeeding research among its members, and
- (iv) Provide financial support in academic-based breastfeeding program.

(b) **PROFESSIONAL AND SOCIO-CIVIC ORGANIZATIONS.** These organizations shall be enjoined to:

- (i) Adhere and implement among its members national policies and legislation on the protection, promotion and support of breastfeeding;
- (ii) Protect, promote and support breastfeeding through advocacy in organizational activities, for and conventions among its members;
- (iii) Incorporate provisions on organizations' Code of Ethics to promote, protect and support breastfeeding in accordance to Convention on the Rights of the Child (CRC), Patients' Rights and gender and sensitivity principles; and
- (iv) Encourage and support relevant breastfeeding research among its members.

RULE VI FUNDING

Section 12. Funding – The University shall source out funds from its budget for gender and development and/or repairs, maintenance and materials acquisition to support the financial requirements of this policy.

RULE VII FINAL PROVISIONS

Section 13. Separability Clause. If any clause, sentence, paragraph or part of this policy shall be declared to be invalid, the remainder of this policy or any provision not affected thereby shall remain in force and effect.

SECTION 14. Repealing Clause. — All memoranda, circulars, rules and regulations or parts thereof, which are contrary to with this policy are hereby repealed, amended, or modified accordingly.

Section 15. Amendments. This policy may be amended upon affirmative vote of the Administrative Council on the proposed amendment/s and approval thereof by the University Board of Regents.

Section 16. Effectivity Clause. This policy shall take effect immediately upon its approval by the Benguet State University Board of Regents.

CERTIFICATION

This is to certify that this **BSU POLICY ON BREASTFEEDING PRACTICES** was duly approved by the University Board of Regents as per Board Res. No. 2104 Series of 2012 in that 158th Regular Board of Regents of the Benguet State University meeting held at CHED-CAR Conference Room, Km. 6, La Trinidad, Benguet State University compound, La Trinidad, Benguet.

(SGD) **GRACE T. BENGWAYAN, Ph.D.**
University and Board Secretary

(SGD) **BEN D. LADILAD, Ph.D., CESO III**
University President



Republic of the Philippines
Benguet State University
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ADMISSION AND RETENTION POLICIES FOR UNDERGRADUATE PROGRAMS
BOR Res. No. 199 series of 2021

Admission and enrolment policies are of primary importance in SUCs to ensure equal access yet get the best or deserving applicants to fill up the limited number of students. Yet, provisions of the BSU Code (October 1990) on admission and enrolment are insufficient and mostly outdated. While the university adopted some practices through the years until its current processes, several aspects need to be enhanced or upgraded to cater to needs of the changing times. More importantly, these need to be approved by the Board of Regents especially so with limited intake in state universities and colleges.

The policies ensure clarity and uniformity all throughout the university in view of greater efficiency and satisfaction among the employees and students. These policies shall be included in the Student and will serve as bases in updating ISO processes on admission and enrolment.

It is hoped that freshmen applicants and students are properly guided and that problems in the processes and delays in the completion of studies will be minimized if not eliminated with policies in place.

PART 1. ADMISSION POLICIES

A. General Policies

1. Admission is open to all who intend to pursue a degree program in the university and who meet the admission criteria.
2. A bridging program maybe prescribed by a college or institute to an applicant who finished a non-K12 curriculum in the high school.
3. The following may apply for admission
 - 3.1. High school graduates prior to SY 2017-18
 - 3.2. Senior high school graduates
 - 3.3. Passers of Philippine Educational Placement Test
 - 3.4. Alternative Learning System Accreditation & Equivalency passers
 - 3.5. Transferees from government-recognized schools
 - 3.6. College graduates (2nd degree takers)
4. Application for admission shall start as early as six (6) months prior to admission in the university depending on the approved Academic Calendar.

BSU Admission and retention policies on undergraduate studies as approved by the Board of Regents on November 8, 2021 at Forest Lodge, Baguio City.

5. Bases for admission shall be
 - 5.1. Quota requirement of 50-60 students per class, of the various degree programs of the different colleges, academic institutes, and campuses;
 - 5.2. Admission requirements depend on applicant classification
 - 5.3. Availability of slots
6. **No one shall be denied admission by reason of age, sex or gender, civil status, physical deformity, political affiliation, race, religion, ethnicity or type of secondary education completed.**
7. In the event that there are no adequate prospective enrollees to a degree program, available slots shall be filled up on a first-come-first-served basis from among applicants who meet the prescribed admission requirements of the University and college but did not make it in their chosen/priority degree programs due to limited slots.
8. Applicants who passed the admission requirements of the university but did not enroll during the first semester term may be accepted during the second semester or midyear term. If he/she plans to enroll the following school year, he/she has to notify the college he/she plans to join at least three (3) months before the start of the coming semester. He/She will be re-ranked together with new applicants if entering during the first semester.
9. Bridging courses, if deemed necessary by the colleges, may be conducted among non-K12 high school graduates. An alternative is the incorporation of some needed courses in the curriculum.

B. Specific Policies

B.1. High School Graduates and Grade 12 Students (non-transferees, non-shifters)

1. Grade 12 GWA for high school graduates and Grade 11 GWA for those currently enrolled in senior high school. For final admission of those currently in Grade 12, the Grade 12 GWA shall be considered for enrolment. In both cases, a GWA of 80% is set as minimum qualification for those applying in the non-board degree programs and 86% in degree programs with licensure examinations.
2. Grades of 86% (2.00) or better in English, Science and Math for applicants of degree programs with licensure examinations
3. Interviews shall be conducted by the Department Chairpersons or Institute Directors among the qualifiers based on grades. Interview schedule to be provided by the office of the VP Academic Affairs.
4. Co-curricular and extracurricular involvement in high school may be considered.

NOTE: Items 3 & 4 replace the BSU Admission Test. For the current schooyear, the admission process was modified by suspending the Admission Test as approved by the BOR for pandemic times or any situation that endangers the applicants and employees to health and/or security risks or hamper travel during the months of examination.

B.2. Transferees

BSU Admission and retention policies on undergraduate studies as approved by the Board of Regents on November 8, 2021 at Forest Lodge, Baguio City.

Thorough evaluation of transferees is necessary considering especially the (a) conditions for Free Higher Education Tuition and Other School Fees e.g. need to finish degree within the allowable time period, and (b) availability of slots in the course/section.

1. Must come from Higher Education Institution recognized by the government (CHED) or TESDA
2. Has a General Weighted Average of 80% (2.50) or better for all subjects finished.
3. Passed accredited and registered diploma programs of more than 1 year
4. Has NOT completed more than 50% of the units required for the degree program.
5. Generally accepted for the 1st semester. The decision to accept transferees during the 2nd semester depends on the evaluation results.
6. Validation of examination is conducted for crediting of subjects prior to enrolment.

B.3. Shifters

1. Applicant must have a General Weighted Average of 2.50 (80%) or better from last degree enrolled
2. Shifting of degree program will only be allowed twice.

B.4. Foreign Students

1. Must meet all the prescribed requirements by the Department of Foreign Affairs and Bureau of Immigration e.g. valid student visa. The valid study permit apply every semester.
2. Must submit security clearance from his/her embassy.
3. Must submit a Certificate of Proficiency in English issued by the International Language Center for students who come from countries where English is not the medium of instruction in the absence of TOEFL or IELTS results.
4. An applicant must meet all other prescribed admission requirement of the University and the degree program.
5. An applicant may be admitted based on availability of slots in the degree program applied for and on a First Come First Served basis.
6. If transferee from the Philippine HEI, policies for transferees also apply.

B.5. College graduates (2nd degree takers)

1. Second degree takers may be accepted to prepare them for a masteral course (e.g. DPE) or qualify them to take a licensure examination (e.g. LET)
2. Acceptance to other courses is dependent on the availability of slots and projected years of residence

PART II. RETENTION POLICIES

The completion of degrees on an allowable time period is strictly implemented for a HEI to be eligible to the Free Higher Tuition Fee and Other School Fees (RA 10931). To help

ensure the completion of degrees on time, a new student shall upon enrolment, be assigned an ADVISER from among permanent faculty members of the concerned Department/Institute

1. Grades

- a) Maintains a GWA of at least 3.0 every semester.
 - b) Pass 50% or more of enrolled subjects for the semester.
2. **Pre-requisites:** No student shall be allowed to enroll a subject if he/she did not pass the prerequisite for that subject.
 3. Actions to address academic delinquencies (e.g. **INC = Incomplete, D=Dropped, F=Failure, PR = In Progress**) at the end of each semester of midyear are shown in Table 1.

Table 1. Actions on academic delinquencies

DELINQUENCY (INC, PR, D, F)	INTERVENTIONS				Special Actions
	Academic Advising/ 1 st Warning	Academic Advising/ 2 nd & Final Warning	Promissory Note/ Contract of undertaking (for Adviser & OSS)	Intervention by the OSS - GCU	
<i>In case of INC, PR, D</i>					
1 st semester	✓		✓	✓	
2 nd semester		✓	✓	✓	
INC or PR Grades in three (3) or more subjects (cumulative)			✓	✓	Deload *
<i>In case of Failure (F)</i>					
1 st semester of incurring a failing grade	✓		✓	✓	Deload *
2 nd semester		✓ (2nd warning)	✓	✓	Deload & Final Warning
3 rd semester		✓		✓	Non- admission at the college
4 th semester		✓			Non- admission at BSU**

Note: *The number of units to be deloaded shall correspond to the units of delinquency. **With the University President's knowledge

PART III. RESIDENCY REQUIREMENTS

As a subsidized Higher Education Institution, there should be a timetable for students to complete their degrees so that other qualified students may also enjoy the same opportunity. RA 10931 allows only one (1) year of extension. Hence, all students are enjoined to observe the prescribed residency period (PRP).

BSU Admission and retention policies on undergraduate studies as approved by the Board of Regents on November 8, 2021 at Forest Lodge, Baguio City.

Table 2. Residency Requirements

<i>Prescribed Residency Period (depends on degree program)</i>	<i>Allowable Extension</i>	<i>Maximum Residency Period</i>
4 years	+2 years	6 years
5 years	+2 years	7 years
6 years	+2 years	8 years

1. Exemptions may be granted to working students upon the assessment and recommendation by the Dean and Approval of the Vice President for Academic Affairs. Employment records e.g. contract shall be submitted.
2. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean. However, those pursuing a board program, are required to re-enroll course audit or competency appraisal courses during their last school year.
3. Any student can avail of a leave of absence (LOA) from school for justifiable cause for a maximum of 1 year (cumulative or continuous) during his/her residency period. The LOA shall NOT be subtracted from the residency period except in cases when such LOA has been waived by the university.
4. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean. However, those pursuing a board program, are required to re-enroll course audit or competency appraisal courses during their last school year.

PART IV. OTHER POLICIES

1. Any student who dropped or obtained failing grades in any prerequisite course/subject shall not be allowed to enroll the course/subject requiring such.
2. Undergraduate thesis maybe enrolled up to three (3) times. If still without any accomplishment, give a final grade of 5.0 (failed). If the student intends to enroll again, he or she is advised to seek a new adviser.
3. Any student who incurred failing grades due to prolonged illness or medical treatment or other reasonable absences shall be given consideration upon the recommendation of the Office of Student Services through the Guidance Counseling Unit and Approved by the College Dean/Institute Director. Reconsideration is granted to a student twice only.

Attested:

(SGD) GRACE TAGUBA BENGWAYAN
University Board Secretary

(SGD) FELIPE SALAING COMILA
University President

BSU Admission and retention policies on undergraduate studies as approved by the Board of Regents on November 8, 2021 at Forest Lodge, Baguio City.



GUIDELINES IN THE IMPLEMENTATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE IN RECRUITMENT, SELECTION, AND PLACEMENT (EEOP-RSP)

I. RATIONALE

In 2018 BSU adopted its EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (Attached to the PRIME-HRM). The Policy has policy implementations across the four HRM systems. This was effected through BSU Office Memorandum No. 239, s. 2018.

In its Policy Statement BSU acknowledges that equality of treatment and employment opportunity is crucial to the advancement of a diverse and tolerant university culture. Further, it recognizes that it can gain from the elimination of discrimination at work as fairness and justice in the workplace boost the self-esteem and morale of employees and ultimately their productivity.

BSU also acknowledged that it should be at the vanguard of policy and practice that: removes all forms of discrimination, harassment, or intimidation, provide equal employment opportunity, and values diversity among its workforce. Thus, all phases of the University's human resource management shall be conducted without regard to race, sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or such other non-job-related matters.

To such an end, BSU commits itself to the active implementation of equality in treatment and employment opportunity and the promotion of a culture that supports it by overseeing its integration into organizational practices and all aspects of the four HRM systems of: 1) **Recruitment Selection and Placement**, 2) Learning and Development, 3) Performance Management, and 4) Rewards and Recognition. This should pave the way for the imbedding of the Equal Employment Opportunity Principle (EEOP) and its practice at BSU.

II. SCOPE

This issuance provides the specific guidelines in the implementation of the BSU-EEOP in its RECRUITMENT SELECTION AND PLACEMENT practices in all its campuses. It shall apply to all employee positions whether academic or non-academic and in all employment categories.

III. DEFINITION OF TERMS

1. **Persons with Disability (PWD)** – 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 on an equal basis with others¹.
2. **Qualification Standards** is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service

¹ Republic Act No. 10524 and its Implementing Rules and Regulations

eligibility, and physical characteristics and personality traits, required for the performance of the job or set of duties.²

3. **Auxiliary Aids and Assistive Devices include:** 1) qualified interpreters or other effective methods of delivering materials to individuals with hearing impairments; 2) qualified readers, taped tests, or other effective methods of delivering materials to individuals with visual impairments; 3) acquisition or modification of equipment or devices, and 4) other similar services and actions or all types of aids and services that facilitate the learning process of persons with mental disability.³
4. **Appointing Authority** shall refer to the University Board of Regents or such other university official to whom the BOR delegates appointing authority.⁴

IV. POLICY IMPLEMENTATIONS

In RECRUITMENT, SELECTION AND PLACEMENT, *the goal is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines.* The aim is **"Equal Access"**: that equal employment opportunity and fair treatment in the employment process shall be always maintained. All applicants for job opportunities, irrespective of personal characteristics, shall be treated equally and fairly in all stages of the hiring and selection process. They shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular or special distinctions form part of the qualifications of the job itself. A statement on this shall form part of the Notice of Vacancy/Advertisement.

1. **Recruitment** for both professional and non-professional employees shall attempt to create a group of qualified candidates for the vacancies by making good faith efforts to locate or attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics as race, color, sex, religion, political opinion, national extraction, or social origin, among others (Selection Line Up, QF-HRMO-13).

The UNIVERSITY shall ensure that job openings are communicated to all eligible and interested applicants and employees by posting the notice of vacancy in at least three (3) conspicuous places at BSU, including its website, for at least ten (10) calendar days. Other appropriate modes of publication shall be resorted to as authorized by the University President

2. **Selection** shall be transparent and based on merit and fitness. The process of selection from the qualified and diverse pool of applicants (Selection Line Up) shall ensure a fair and just treatment without regard to personal characteristics that are irrelevant to the position being filled. The task shall be to find the right person for the position being filled using objective selection criteria made on job-related factors based on civil service rules and regulations and approved by the University. The candidates for appointment (Assessment Form, QF-HRMO 14-16) shall have been assessed based on the approved objective selection criteria. The hiring quota or pre-determined ratio for both men and women in an office shall be considered.

The University shall ensure that applicants with disabilities would be able to effectively communicate themselves during interviews and examinations and

² CSC MC No. 19, s. 2005, page 3

³ *ibid*

⁴ BSU Merit Selection Plan, page 3

be afforded ease of access to the interview or aptitude test (examination) rooms. It shall forge memorandum of agreements with agencies that offer specialized service for assistance in handling persons with disabilities during the Recruitment and Selection processes;

3. **Placement.** In the placement of persons with disabilities, the University shall accord due regard to the individuals' qualities, vocational goals, inclinations, and special needs to ensure a good working atmosphere and efficient production.

Any applicant who feels that he/she has been discriminated due to his/her race, religion, creed, color, gender, origin, age, political affiliation, disability or any such characteristic shall have the right to seek a remedy through the grievance or discrimination complaint procedure.

V. SPECIFIC GUIDELINES

All members of the University shall continue to take such steps as may be necessary to accelerate the final elimination of all vestiges of discrimination because of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, or other characteristics protected by law that may still exist in the employment policies, practices and/or procedures of the University.

The **Human Resource Management-Personnel Selection Board (HRM-PSB)** and the **Contract of Service/Job Order Personnel Selection and Evaluation Committee (CJSEC)**, in the exercise of their duties and functions shall follow these guidelines hereinafter:

A. RECRUITMENT/TALENT SOURCING

1. *Publication of Vacancy*

- a. HRMO shall publish/post notice of job opportunities with the following statement:

"All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other characteristics protected by law."

- b. In no case shall the University disregard applicants due to their affiliation to a particular religious group, or to their connection to a particular political individual and/or entity. In addition, conditions of applicants such as being pregnant, being married, being a lactating mother, having a dependent, or being in similar situations shall not be viewed by the University as an impediment that shall hinder them from being qualified candidates for the post unless the same is considered as a bona fide occupational qualification as provided for by law.
- c. The University shall ensure that job openings are communicated to all eligible and interested applicants and employees by posting the notice of vacancy in at least three (3) conspicuous places at the BSU, including its website for at least ten (10) calendar days. Other appropriate modes of

publication shall be resorted to as authorized by the University President.

⁵

2. Acceptance/receipt of application and relevant documents

- a. All applications submitted shall be received without any discrimination, regardless of whether the application submitted is electronic or print, whether walk-in or courier or through facsimile.
- b. An applicant whose submitted documents are not complete shall be formally informed through letter or any written communication of such deficiency and shall be given reasonable time to comply as determined by the HRMPSB Secretariat.
- c. An applicant who fails to submit the required documents within the given period shall be removed from the list of applicants. He/she shall then be formally informed of such removal.

B. SELECTION

For qualified applicants with disabilities, the person must be able to perform the essential functions of the positions. Selection criteria for people with disabilities shall be valid if they are job related and consistent with job requirement/s is a bona fide occupational qualification.

1. Initial Assessment

- a. The process of selection from the qualified and diverse pool of applicants (Selection Line Up) shall ensure fair and just treatment without regard to personal characteristics that are irrelevant to the position being filled.⁶
- b. The initial assessment which consists of matching the applicant's credentials with that of the minimum qualification standards of the position shall not give other considerations outside of the applicant's qualifications – sex/gender, age, civil status, belief, etc
- c. All applicants not included in the shortlist shall be informed in writing of the deficiency in qualification only and not on the immaterial attribute, which shall be in any case be on account of their sex and gender, age, civil status, physical characteristics, and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and other attributes.
- d. In preparing the profile of applicants, only material information on credentials shall be included and all other data/information regarding the applicant that is not relevant for screening purposes shall be excluded, especially if it will only cause or be a source of bias, prejudice, or discrimination– codes may be used to avoid bias.

⁵ BSU Office Memo No. 239, s. 2018, Equal Employment Opportunity Policy

⁶ *ibid*

2. Administration of prequalifying Examinations, technical, Skills or Trades Test

In the administration of prequalifying examination, technical, skills, or trade test, it must be ensured that the person with a disability shall be provided with the needed assistance during the examination. Further, the venue of the examinations may be arranged to be accessible to said applicants. In all cases, it must be ensured that persons with a disability are not at any substantial disadvantage compared to other applicants.

- a. All qualified applicants shall be informed in writing of the schedule of the written exams and what to bring on exam day if any.
- b. Qualified applicants with coded identities may be provided with a computer to key in their answers to the exams
- c. Practical tests should be designed prior to the initial assessment of the applicants without the objective of testing the capability of the applicants to perform the tasks of the position applied for.
- d. If in case there are applicants with special needs- applicants with disabilities, senior citizens, pregnant women, undergoing medical treatment or rehabilitation from injury, they shall be afforded the support as follows, if it does not indicate their inability to perform the tasks required of them should they be hired:

For applicants with Low vision/partially blind applicants	the test questions shall be at least 50% bigger
For Blind applicants	insofar as braille is not yet available, two (2) HRMPSB secretariats/HR staff will be provided to assist the applicant – one as dictation officer and the other as a transcriber. If possible, the use of braille in any system to afford the applicant independence shall be employed. The exam room shall be accessible and free from objects that may cause harm to the applicant. In case of unavailability of the requirements, the university shall partner with an accredited institution that has the expertise in conducting such an examination. This will be done through a Memorandum of Agreement to assist applicants with vision impairments or any similar form.
For Deaf/Hard of hearing applicants	the instructions shall be in writing, or staff trained in sign language shall assist the applicant.
For Pregnant women, solo parents with a child, and senior citizens	the applicants shall be categorized as one group to take the exam in a separate room on the ground floor. The applicants shall be afforded such other assistance, provided it will not result in undue advantage to the applicant.

- e. Applicants with special needs shall be granted an extension of at least half an hour for the duration of the written exams provided that the

extension is necessary and reasonable and shall not constitute undue advantage to them.

3. Behavioral Event Interview Process

- a. The location or site for an interview may be arranged to be able to provide access to a person/applicant with a mobility disability. The venue should also be prepared in such a manner that it is not intimidating to the interviewee.
- b. Applicants with special needs shall be afforded the assistance needed for the interview. The provisions on the conduct of the written/functional test shall likewise be observed in as much as applicable with the following modifications/additions:

For low vision or blind applicants	<ul style="list-style-type: none"> • Shall be seated closer to the interviewers
For hard of hearing applicants	<ul style="list-style-type: none"> • Shall be provided a printed copy of the question asked by the interviewers • Microphone or lapel to be provided to both the interviewer and interviewee
persons with mobility difficulties	<ul style="list-style-type: none"> • A standby wheelchair shall be available for use if arise needed during the interview process • The venue of the interview proper shall be conducted on the first floor provided with an access ramp
For pregnant women, solo parent with child or senior citizen	<ul style="list-style-type: none"> • They shall be given priority ahead of the other applicants • An on-call nurse shall be provided to them during the duration of the interview process • They shall be assisted by the HRMPSB secretariat or HR personnel at the guardhouse until she reaches the holding area. • Half-hour extension on a time limit to be provided • Wheelchair to be made readily available
Lactating mother	<ul style="list-style-type: none"> • She should be accommodated in a lactation room so that she can feed her baby in private while waiting to be interviewed • During the interview, they shall be given priority ahead of the other applicants together with pregnant women • They shall be assisted by the HRMPSB secretariat or HR personnel at the guardhouse until she reaches the holding area. • An on-call nurse shall be provided to them during the duration of the interview process
Indigenous peoples/Muslims	<ul style="list-style-type: none"> • They shall be allowed to express themselves according to their customs and traditions like wearing their native dress or garments during the interview • The venue of the interviewee shall be in a room without pictures, ornaments, or decorations

	offensive to their customs and traditions
Lesbian, Gay, Bisexual, Transgender, Queer	<ul style="list-style-type: none"> • They shall be allowed to express themselves according to their feelings and orientations. Wearing appropriate and decent attire during the interview is expected.

- c. The interview shall be structured and shall follow a set of questions as planned by the HRMPSB prior to the actual interview and follow-ups for questions may also be raised.
- d. The interviewers shall always observe equal opportunity principles during the conduct of the interview and shall not in any way make any remarks, gestures, or other forms of perceptible communication that shall suggest preferences, bias, discrimination, prejudice, or unfair treatment towards the applicant. All questions directed to applicants shall be related to the position for which they have applied. Questions concerning color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other characteristics protected by law shall not be asked.

Bullying shall be strictly prohibited and so are other conduct that tends to embarrass, demean, humiliate or in any way offend or injure the honor, dignity and self-respect, and self-esteem of the interviewer.

- e. The comparative assessment report shall not contain any disclosures and observations especially if it will only result in influencing the selection by the appointing authority to the disadvantage of the applicant.

4. Background Investigation (BI)

- a. The HRMPSB secretariats shall conduct the background Investigation using the approved BI form.
- b. Results of the BI shall strictly be confidential in nature. Any person who, by nature of his/her function or by any means acquired any information regarding the details of the investigation, and divulged or shared the same with another shall be dealt with appropriately.

5. Proceedings of the HRMPSB

- a. The proceedings of the HRMPSB shall be held in privacy to avoid any leakage of information regarding the screening process.
- b. The members of the HRMPSB shall ensure that Equal Opportunity Principles (EOP) are observed and practiced. If a member finds that he/she cannot maintain or find it difficult to maintain objectivity or uphold the equal opportunity principles, she/he must inhibit him/herself from further joining the proceedings and deliberations.
- c. HRMPSB members shall conduct themselves in such a manner expected of champions of equal employment opportunity and shall refrain from any act that may unduly jeopardize the opportunity of any person to be

selected or appointed for the position applied for. No member shall exert any influence on another member or on the entire body to the advantage or disadvantage of any one or more applicants if such violates the principles prescribed herein.

- d. Should a member of the HRMPSB find that another member is violating or unable to maintain the equal opportunity principles, he/she must point out such findings or observations to the chair of the HRNPSB who shall then act on such information with urgency. If the Chair is the one guilty, the same may be reported to the University President.

6. Preparation of the Comparative Assessment Report

- a. The preparation of the comparative Assessment report shall be in such a manner that only relevant information is contained therein and that the policy herein prescribed is observed. For this purpose, the comparative assessment report shall be reviewed by the HRMPSB to ensure that equal opportunity policies are not violated.
- b. The comparative assessment report shall not be submitted unless and until signed by the members of the HRMPSB that shall signify their approval of the contents thereof as well as the observance of all the policies, rules and regulations including Equal Employment Opportunity Principles (EEO) Policy.

C. PLACEMENT

1. Selection by the appointing authority

- a. Decisions on appointment shall be based on merit, fitness, and suitability of the candidates for the position being filled, the need of the University, and the office concerned. Guided by the HRMPSB's assessment of the candidates and in the exercise of sound discretion the Appointing Authority shall select from among the HRMPSB nominees the person deemed most qualified for appointment to the vacant position. All candidates shall be assessed based on their abilities, experience, commitment, and qualification in line with the requirements of the position.
- b. The decision of the appointing authority, as to a candidate for appointment or even to not appoint any of the nominees for appointment, shall be respected and should not be taken as a violation of the equal employment opportunity principle unless a pattern can be established from the records that suggests a bias for or against certain persons belonging to a specific category.

2. Onboarding

- a. Newly appointed employees shall follow the approved onboarding program process.
- b. All newly hired employees regardless of their age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, political

affiliation, disability status, or any other characteristics protected by law will have the opportunity to experience onboarding

- c. Distinction shall be made between those required to undergo a probationary period, and those that are not. Appointees required to undergo probation shall be informed of such fact as well as of the details of their probation. They will be subjected to a thorough assessment of their performance capabilities and character. For the purposes of assessing their performance, the equal opportunity principle under performance management, as far as applicable shall be observed.
 - Only job-related feedbacks shall affect assessment. Personal characteristics, traits or non-job-related factors that are irrelevant to the position being filled as sex and gender, age, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, among others shall be disregarded.
 - Management shall ensure that the comments and feedback on the character of the appointee do not stem from discrimination, bias, prejudice, or unfair treatment of the appointee.
 - Management and the supervisor shall take into consideration the side of the appointee in deciding whether he/she is retained or separated.
 - Should the decision be to terminate the services of the appointee, he/she shall be informed of his right to appeal the same in a proper forum.
- d. The venue of the onboarding of employees shall be accessible to persons with mobility disorders, pregnant women, and other newly selected employees that need special attention.
- e. Applicants who are PWD or with a mobility disability, shall be provided with a wheelchair that would ferry them to the venue.
- f. The venue of the orientation should have a ramp and be located on the ground floor of the building.
- g. Newly selected employees belonging to ethnic minorities are given the option to wear their tribal garments during the conduct of the orientation.

D. **WORK ENVIRONMENT.** The University shall make sure to create a positive and safe environment that is free from discrimination and prejudice, should an applicant from a vulnerable and disadvantaged group be selected for appointment.

VI. **COMPLAINTS.** Complaints involving the implementation of the Equal Employment Opportunity Principle and this guideline, or conduct of any personnel deemed discriminatory shall be treated through the Grievance machinery, the Committee on Decorum and Investigation (CODI), or the Revised Rules on Administrative Cases in the Civil Service, as the case may be.⁷

⁷ BSU Office Memo No. 239, s. 2018, Equal Employment Opportunity Policy

VII. EFFECTIVITY. This EEOP shall take effect immediately upon approval of the President and confirmation by the Administrative Council.

Prepared by:



PATSELYN AWINGAN BOTIWEY
Administrative Officer IV



GERRY ANNE WALSIYEN CALABIS
Administrative Assistant II

ENDORSED BY: HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB):

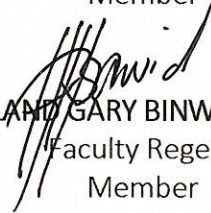


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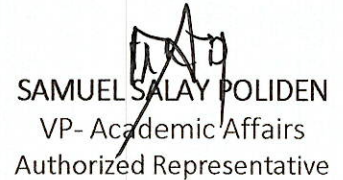


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ALLAN CASALDO SACPA
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APPROVED:



FELIPE SALAING COMILA
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EQUAL EMPLOYMENT OPPORTUNITY POLICY **(Attached to the PRIME-HRM)**

POLICY STATEMENT

BENGUET STATE UNIVERSITY acknowledges that equality of treatment and employment opportunity is crucial to the advancement of a diverse and tolerant university culture. Further, it recognizes that it can gain from the elimination of discrimination at work as fairness and justice in the workplace boost the self-esteem and morale of employees and ultimately their productivity.

BSU, then, should be at the vanguard of policy and practice that: removes all forms of discrimination, harassment or intimidation, provide equal employment opportunity, and values diversity among its workforce. Thus, all phases of the University's human resource management shall be conducted without regard to race, sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability or such other non-job related matters.

To such an end, BSU commits itself to the active implementation of equality in treatment and employment opportunity and the promotion of a culture that supports it by overseeing its integration into organizational practices and all aspects of the four HRM systems of: 1) Recruitment Selection and Placement, 2) Learning and Development, 3) Performance Management, and 4) Rewards and Recognition. This should pave the way for the imbedding of the Equal Employment Opportunity Principle (EEO) and its practice at BSU.

SCOPE

The policy is University wide and applies to all employee positions whether academic or non-academic, and in all employment categories.

LEGAL BASIS

The policy is in keeping with the following existing laws, rules and regulations:

1. **Republic Act (RA) No. 7192:** Women in Development and Nation Building Act, RA No. 9710: Magna Carta of Women, and IRR.
2. **Republic Act No. 7277, as amended:** An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes.
3. **RA 10524** (An Act Expanding the Positions Reserved for Persons with Disability) to adopt the measures required for the elimination of such discrimination in all its forms and manifestations.

4. **Republic Act No. 837:** An Act To Recognize, Protect And Promote The Rights Of Indigenous Cultural Communities/Indigenous Peoples, Creating A National Commission On Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Therefor, And For Other Purposes.
5. **Republic Act No. 8972:** An Act Providing For Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and For Other Purposes.
6. **University Merit Selection Plan.**
7. **BSU Code of 2009.**
8. **University Program on Award and Incentives for Service Excellence (PRAISE).**
9. **University Human Resource Development Program.**

POLICY IMPLEMENTATIONS

A. Recruitment, Selection and Placement. *The goal is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines. The aim is "Equal Access":* that equal employment opportunity and fair treatment in the employment process shall be maintained at all times. All applicants for job opportunities, irrespective of personal characteristics, shall be treated equally and fairly in all stages of the hiring and selection process. They shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular distinctions form part of the qualifications of the job itself. A statement on this shall form part of the Notice of Vacancy/Advertisement.

1. *Recruitment* for both professional and non-professional employees shall attempt to create a group of qualified candidates for the vacancies by making good faith efforts to locate or attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics as race, color, sex, religion, political opinion, national extraction or social origin, among others (Selection Line Up, QF-HRMO-13).

The UNIVERSITY shall ensure that job openings are communicated to all eligible and interested applicants and employees by posting the notice of vacancy in at least three (3) conspicuous places at BSU, including its website, for at least ten (10) calendar days. Other appropriate modes of publication shall be resorted to as authorized by the University President

2. *Selection* shall be transparent and based on merit and fitness. The process of selection from the qualified and diverse pool of applicants (Selection Line Up) shall ensure a fair and just treatment without regard to personal characteristics that are irrelevant to the position being filled. The task shall be to find the right person for the position being filled using an objective selection criteria made on job-related factors based on civil service rules and regulations and approved by the University. The candidates for appointment (Assessment Form, QF-HRMO 14-16) shall have been assessed on the basis of the approved objective selection criteria. The hiring quota or pre-determined ratio for both men and women in an office shall be considered.

The University shall ensure that applicants with disabilities would be able to effectively communicate themselves during interviews and examinations and be afforded ease of access to the interview or aptitude test (examination) rooms. It shall forge memorandum of agreements with agencies that offer specialized service for assistance in handling persons with disabilities during the Recruitment and Selection processes;

In the placement of persons with disabilities, the UNIVERSITY shall accord due regard to the individuals' qualities, vocational goals and inclinations to ensure a good working atmosphere and efficient production.

Any applicant who feels that he/she has been discriminated due to his/her race, religion, creed, color, gender, origin, age, political affiliation, disability or any such characteristic shall have the right to seek a remedy through the grievance or discrimination complaint procedure.

B. Learning and Development. *The goal is professional advancement and/or skill enhancement opportunities for all employees without discrimination or distinction. The aim is "Equal*

Achievement Opportunity": that members of the University community be enabled to pursue and develop their careers without their opportunities being affected by matters that are irrelevant to the requirements of those careers and are deemed discriminatory such as sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability, and the like. This shall be implemented as follows:

- Ensure the potential of employees by providing training and/or mentoring (Learning & Development Plan) that provides personnel of all backgrounds the opportunity, skill, experience, and information necessary to perform well and ascend to upper-level jobs, without discrimination.
- Encourage and invest in staff development ensuring that all employees have equal access to and are treated fairly and equally in all learning and development, recreational, and promotional activity offered by the University.
- Invitations for Scholarships, trainings and other professional opportunities from external providers or sponsors are disseminated through office orders and advisories.
- Identify professional development and advancement programs for personnel with special needs and provide reasonable accommodations such as assistive devices, job restructuring, and site modification for disabled staff members.
- HRD Plan focuses on valuing the personnel regardless of distinctions assuring that every employee is welcomed and accepted in a respectful work environment that acknowledges their contributions and builds capacity.
- Make sure all staff are informed of the University's non-discrimination policy and the procedures for resolving discrimination complaints.

C. Performance Management. *The goal is to retain a productive workforce by reviewing performance and productivity based on non-discriminatory grounds. The aim is "Equal Performance Evaluation":* that the performance of all university personnel shall be based on objective non-discriminatory factors communicated to them. This shall be implemented as follows:

- Individual contributions shall be linked to the organizational direction by reviewing their Position Description Form (PDF) to eliminate unintended bias or discrimination that violates the principle of equal employment opportunity.
- Ensuring standards and expectations of performance are fully job-related, eliminating irrelevant matters, and that these are communicated to the employees;
- Ensuring that all employees have regular performance reviews, in which they receive constructive feedback and have an opportunity to discuss their development needs with their immediate supervisors or the management without fear of harassment, coercion, reprisals, or discrimination;


In making employee appointments as well as internal appointments to committees, the University shall seek to achieve broad representation among candidates and in selection panels. All publications relating to employee issues will be expressed in non-sexist and nonracist terms.

D. Rewards and Recognition. *The goal is a system of rewards and recognitions that is performance based.* The aim is **"Equal Rewards and Recognition Opportunity"**: that the University commits itself to providing a working environment that promotes, recognizes and rewards those demonstrating exceptional work performance, innovations or distinctions determined via standards irrespective of personal character traits. The University's **Program on Rewards and Incentives for Service Excellence (PRAISE)** shall be reviewed to determine its conformity to the tenets of equal treatment and non-discrimination.

COMPLAINTS

Complaints involving the implementation of the Equal Opportunity Principle or conduct of any personnel deemed discriminatory shall be treated through the Grievance Machinery, the Committee on Decorum and Investigation (CODI) or the Revised Rules on Administrative Cases in the Civil Service, as the case maybe.

Recommending Approval:


John James B. Malamug, Ph.D
Vice-President, Administration & Finance

Approved:


Feliciano G. Calora Jr., Ph.D
President