



HUMAN RESOURCE MANAGEMENT OFFICE
Recruitment, Selection and Placement Unit

GUIDELINES IN THE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE IN

RECRUITMENT, SELECTION AND PLACEMENT

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HRMO
Recruitment, Selection and Placement Unit



REPUBLIC OF THE PHILIPPINES

BENGUET STATE UNIVERSITY
LA TRINIDAD, BENGUET 2601

Gmail: hrmo@bsu.edu.ph ; hrmo.rsp@bsu.edu.ph
FB: Bsu Hrmo
Mobile Phone: 0916-592-1050 ; 0909-560-1574

Design and Layout by BSU CPAG INTERNS 2023:
Charlene M. Ranchez; Joey L. Malong; and
Lorie Ann O. Narnola

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I. RATIONALE

In 2018 BSU adopted its EQUAL EMPLOYMENT OPPORTUNITY POLICY (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 (EEO) and its practice at BSU.

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.

RECRUITMENT



SCAN ME



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

SELECTION



1. 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 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;

PLACEMENT



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.

RECRUITMENT/ TALENT SOURCING

1. Publication of Vacancy
2. Acceptance/receipt of application and relevant documents



SELECTION

1. Initial Assessment
2. Administration of prequalifying Examinations, technical, Skills, or Trades Test
3. Behavioral Event Interview Process
4. Background Investigation (BI)
5. Proceedings of the HRMPSB
6. Preparation of the Comparative Assessment Report



PLACEMENT

1. Selection by the appointing authority
2. Onboarding

The HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) 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, married, a lactating mother, having a dependent,

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.



INSIDE ADMIN BUILDING



MAIN GATE



OUTSIDE ADMIN BUILDING



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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.
- 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.

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	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	<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 interview shall be in a room without pictures, ornaments, or decorations offensive to their customs and traditions
Lesbian, Gay, Bisexual, Transgender, Queer	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 HRMPSB 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 not be submitted unless and until signed by the members of the HRMPSB that shall signify their approval of the contents thereof herein prescribed is observed, as well as the observance of all For this purpose, the the policies, rules and comparative assessment regulations including Equal Opportunity HRMPSB to ensure that equal Principles (EOP) Policy. opportunity policies are not violated.

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 policy 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 facts 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 policy 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.

Ø Management and the supervisor shall take into consideration the side of the appointee in deciding whether he/she is retained or separated.

Ø 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 Policy 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

VII. EFFECTIVITY

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

Prepared by:

PATSELYN AWINGAN BOTIWEY (SGD)
Administrative Officer IV

GERRY ANNE WALSIYEN CALABIS (SGD)
Administrative Assistant II

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

RAYMUNDO H. PAWID, JR. (SGD) **MARICRIS LAD-EY NEY-NEY (SGD)** **PHILIP TIWAY ATULBA (SGD)**
Supervising Administrative Officer- HRMO Administrative Officer V-HRDO BSUNTA President
Member Member Member

HARLAND GARY BINWAG PAWID (SGD) **MATIAS CHAWANA ANGIWAN, JR. (SGD)**
Faculty Regent Chief Administrative Officer-ASD
Member Member

JOHNNY GUZMAN DATI (SGD) **NORMA PALACI BANANIA (SGD)** **SAMUEL SALAY POLIDEN (SGD)**
VP-Research and Extension VP- Business Affairs VP- Academic Affairs
Authorized Representative Authorized Representative Authorized Representative

APPROVED:

FELIPE SALAING COMILA (SGD)
University President
Date: January 25, 2023



Republic of the Philippines
BENGUET STATE UNIVERSITY
2601 La Trinidad, Benguet
www.bsu.edu.ph

Office of the University and Board Secretary

CERTIFICATION

This is to certify that the Administrative Council confirmed the Guidelines in the Implementation of the Equal Employment Opportunity Principle in Recruitment, Selection, and Placement (EEOP-RSP).

This decision was arrived during the Regular Administrative Council meeting held on January 25, 2023 through AdCo Action No. 19-2023.

This Certification is being issued for any legal purpose it may serve.

GRACE T. BENGWAYAN (SGD)
University and Board Secretary

Verified:

FELIPE SALAING COMILA (SGD)
University President

References:

BSU Office Memo No. 239, s. 2018, Equal Employment Opportunity Policy
BSU Merit Selection Plan
Republic Act No. 10524 and its Implementing Rules and Regulations
CSC MC No. 19, s. 2005