Department of Agriculture
BUREAU OF PLANT INDUSTRY
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July 10, 2023

MEMORANDUM ORDER
No. 190
series 2023

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOP)

LEGAL BASES

1. Republic Act 7192: An Act Promoting the Integration of Women as Full and Equal Partners of Men in Development and National Building;
2. Republic Act 7277: An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream Society;
3. Republic Act 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 8371: An Act To Recognize, Protect and Promote The Rights of Indigenous Cultural Communities/Indigenous People;
5. Republic Act 8972: An Act Providing for the Benefits and Privileges to Solo Parents and their Children.

POLICY STATEMENT

The Bureau of Plant Industry (BPI) recognizes that equal opportunity in the employment and selection process is vital to the advancement of a diverse and accepting working environment. The Bureau also recognizes the gain in the eradication of discrimination in the workplace as fairness and justice will boost the self-esteem and morale of all employees and eventually their productivity.

The BPI will then be at the forefront of removing all forms of discrimination, harassment, or intimidation to provide equal opportunity and promote diversity among its workforce. In view thereof, all Human Resource processes and Personnel Services shall be conducted without regard to race, sex, skin color, ethnicity, religion, sexual orientation, gender identity/expression, age, political affiliation, disability, and other non-job-related matters.

Hence, the BPI obliged itself to the strict implementation of equality in the treatment and employment opportunity and the elevation of principles that support this effort by integration into the BPI's agency practices with an emphasis on the Human Resource Management systems:

- Recruitment, Selection, and Placement;
- Learning and Development;
- Performance Management;

- Rewards and Recognitions; and
- Other Personnel Services to our clients.

1. Recruitment, Selection and Placement

- Recruitment, Selection and Placement shall be based on equal opportunity, merit and performance, and accomplishments in consonance with the Department of Agriculture Merit and Selection Plan (DA-MSP).
- The BPI Human Resource Management Personnel Selection Board (HRMPSB) including Division/Center Local Selection Boards shall implement equality and diversity in recruitment, screening, hiring, and promotion of applicants for vacant permanent positions and Contract of Service (COS) positions.
- The BPI shall adopt all issuances regarding equal opportunity policies and other mechanisms for recruitment from the Civil Service Commission (CSC) or any other bodies of the government.
- Ensure all applicants will go through an equal evaluation of the BPI HRMPSB without bias as to indigenous, religions, political affiliations, or other similar factors/personal circumstances.

2. Learning and Development

- The BPI commits to maximizing the utilization of employee abilities, learnings, and new practices and disseminating this information to other employees in support of the principle of equal employment and opportunity.
- Provide learning interventions to address competency gaps and develop the knowledge, skills, and qualities necessary for employee career growth and advancement.
- Provisions of external training or scholarships shall be evaluated on the basis of job requirements, work attitude, merit, and performance not on age, gender expression, religion, or other similar factors/personal circumstances.
- Include all EEOP policies in the orientation of newly hired personnel through the Human Resources Section's training programs and ensure other employees be informed every time there are new policies or updates on the BPI's EEOP Policy.

3. Performance Management

- Performance Management System shall be implemented without discrimination on age, gender expression, religion, or other similar factors/personal circumstances.
- Distribution of duties and responsibilities of personnel should be discussed by the immediate supervisor and employee so that there will be a consensus and agreement on commitments/targets of the office.
- Revisions of duties and responsibilities are considered with the needs of the personnel belonging to specialized groups, religions, or those who are recuperating from life-threatening illnesses or force majeure events.

- Personnel with mobility issues are considered in modifying his/her respective Individual Performance Commitment and Review (IPCR), especially in fieldwork, meetings, or other activities outside the office.
- Ensure the safety of all work areas and easy access to personnel who have physical limitations or health-related conditions.
- Pregnant employees shall not be given assignments/tasks that may endanger their life and the unborn child.
- Personnel belonging to an indigenous group or religion shall not be given assignments/tasks that are contrary to their cultural beliefs and practices.
- Immediate Supervisors shall not exercise biases or give ratings based on the limitations and restrictions of personnel belonging to indigenous groups/religions or other similar factors/personal circumstances.

4. Rewards and Recognition

- Rewards and Recognition shall be based on equal opportunity, merit and performance, accomplishments, and significance in consonance with the Department of Agriculture Unified Program on Awards and Incentives for Service Excellence (DA-PRAISE).
- The BPI PRAISE Committee shall ensure that all nominations and deliberations on various awards categories be given due course in accordance with the Agency's EEOP.
- Ensure all award nominees will go through an equal evaluation of the BPI PRAISE Committee without bias as to indigenous, religions, political affiliations, or other similar factors/personal circumstances.

This Order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director