



25 August 2018

MEMORANDUM NO. 316

Series of 2018

T O: All Concerned

R E: Compliance with the Mandatory Equal Opportunity Principle in Implementing all Human Resource Management Actions

As part of our compliance to the requirements under PRIME-HRM of the Civil Service Commission, our existing HR policies under our Merit Systems (for faculty and administrative staff) were just updated to comply with their requirements particularly on the **inclusion of equal opportunity principles (EOP)** in our policies and its actual implementation and approved by CSC. Likewise, our other HR systems (SPMS, PRAISE & Learning & Development Policies) were enhanced to incorporate this EOP and submitted to CSC.

The following HR committees are hereby required to ensure compliance of the equal opportunity principle as provided for in our Merit System and in the enhanced PRAISE, SPMS & Learning and Development policies in the performance of your respective committee functions:

1. For Recruitment, Selection and Placement (RSP):
 - a. Academic Personnel Board
 - b. Department Personnel Committees
 - c. Non-Academic Personnel Board
2. Learning and Development
 - a. Scholarship Committee for Academic Staff
 - b. Scholarship Committee for Administrative Staff
3. Performance Management
 - a. Performance Management Team
4. Rewards and Recognition
 - a. PRAISE Committee
 - b. University Awards Committee
 - c. PMT (for step increment)

Cost for implementing this EOP policies especially under RSP when there is a need to hire external experts to help in providing tools and in assessing diverse applicant (e.g. deaf mute), shall be chargeable to university funds. A letter request to that effect should be submitted as soon as possible to this office including the cost for said external expert.

Please be guided accordingly.


EDGARDO E. TULIN
President