



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)


East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph

MEMORANDUM

22 December 2022

TO : **ALL OFFICIALS AND EMPLOYEES**
This Authority and LRA-CARP Personnel

FROM :  **GERARDO PANGA SIRIOS**
Administrator

SUBJECT : **EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)**
POLICY AND GUIDELINES OF THE LAND REGISTRATION
AUTHORITY

Pursuant to CSC MC No. 30, s. 2014 Re: Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector, and CSC MC No. CSC Memorandum Circular 24, s. 2016 Re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which requires the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource, particularly its core systems on Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R), the Land Registration Authority (LRA) establishes the herein attached internal guidelines on **Equal Employment Opportunity Principle (EEOP) Policy and Guidelines** dated 13 December 2022.

For your information and guidance.

Thank you.



EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP) POLICY and GUIDELINES

1. PURPOSE

To implement and incorporate the policies, rules, regulations and standards concerning legislations on the Equal Employment Opportunity Principle (EEOP) in the four (4) systems of Human Resource, to wit:

1. Recruitment, Selection, and Placement (RSP) Process
2. Learning and Development (L&D)
3. Performance Management (PM)
4. Rewards and Recognition (R&R)

2. SCOPE

This policy and its related procedures and forms are applicable to all employees, job orders, contract of service personnel, organizational representatives and all other interested parties on the processes, management and control of the Land Registration Authority (LRA).

3. RELATED POLICIES, STANDARDS/LEGISLATIONS:

- | | |
|--|---|
| ➤ Executive Order No. 292, s. 1997 | Administrative Code of the Philippines |
| ➤ Republic Act No. 7277 dated July 22, 1991 | Magna Carta for Persons with Disability |
| ➤ Republic Act No. 10911 dated July 21, 2016 | An act prohibiting discrimination against any Individual in Employment on Account of Age and Providing Penalties thereof |
| ➤ Presidential Decree No. 966, s. 1976 | Declaring violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties thereof |
| ➤ Republic Act No. 6725 dated May 12, 1989 | An act strengthening the prohibition on discrimination against women with respect to terms and conditions of employment, amending for the purpose article one hundred thirty-five of the labor code, as amended |
| ➤ Republic Act No. 9710 dated August 14, 2009 and CSC Resolution No. 1000432 dated November 22, 2010 | Guidelines on the availment of the Special Leave Benefits for Women under the Magna Carta for Women's Act |

- Republic Act 7877 dated February 14, 1995

Anti-Sexual Harassment Act of 1995 - An Act declaring Sexual Harassment as unlawful in the workplace, education or training environment, and for other purpose
- Republic Act 9262 dated March 8, 2004

Anti-Violence Against Women and Their Children Act of 2004
- Republic Act 7192 dated February 12, 1992

Women in Development and Nation Building Act – An act promoting women as full and equal partners of men in the development and nation building and for other purpose
- CSC Memorandum Circular No. 48, s. of 2013

CSC policy directing All Concerned Government Agencies to Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming
- Republic Act 10354 dated December 21, 2012

The Responsible Parenthood and Reproductive Health Act of 2012
- Executive Order No. 273 dated July 27, 1987

Approving and adopting the Philippines Plan for Gender-Responsive Development, 1996-2025 1987 Philippine Constitution (Article II Sec. 14) National Mandate The State recognizes the role of women un nation building and shall promote the Fundamental Equality before the law of women and men
- Republic Act no. 8972 dated November 7, 2000

“The Solo Parents’ Welfare Act of 2000” - An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds therefor and for another purposes.
- Republic Act No. 10028 dated March 16, 2010

An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act no. 7600, otherwise known as Government and Private Health Institutions with rooming-in for other purposes
- Republic Act No. 8371 dated October 29, 1997

An to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commissions, Appropriating Funds thereof and for other purpose
- Republic Act No. 7041 dated June 5, 1991

An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes
- CSC Memorandum Circular No. 2, s. 2001

Revised policies on the Settlement of Grievances in the Public Sector
- CSC Memorandum Circular No. 07, s. 2007

Installation of Performance Management System (PMS) in the Civil Service

- CSC Memorandum Circular No. 6, s. 2012 Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)
- CSC Memorandum Circular No. 07, s. 2007
- CSC Memorandum Circular No. 7, s. 2014 Encouraging Government Agencies to Hire PWDs pursuant to Republic Act No. 7277, as amended. Section 5 of RA 7277
- CSC Memorandum Circular No. 10 S. 1989 Establishing the Personnel Development Committee (PDC)
- CSC Memorandum Circular No. 28 s. 1990 Reiterating Certain Policies in the Conduct of Government Training and Development Program.)
- CSC Memorandum Circular No. 24, s. 2016 Program Institutionalizing Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators
- CSC Memorandum Circular No. 24, s. 2017 Omnibus Rules on Appointment and Other Human Resource Action (ORA-OHRA)

4. Definitions

Equal Employment Opportunity Principle (EEOB)		Is a government policy that requires that employers do not discriminate against employees and job applicants based upon certain characteristics, such as age, race, color, creed, sex, religion, and disability.
Discrimination		Any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.
Indirect Discrimination		Occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirements.

Bullying		Repeated, unreasonable behavior, can be physical or verbal, directed towards a person or group of people creating a risk to their health and safety psychological or physical.
Specialized Group		Those groups who need special attention or consideration from the agency, such as but not limited to the following: <ul style="list-style-type: none"> ● Pregnant women; ● Solo Parent; ● Senior Citizen; ● Differently-Abled Person; and ● Indigenous Peoples
What is NOT Bullying?		It is important to differentiate between bullying and legitimate work instructions and direction. All employees have fundamental rights to direct and control how work is done and it is reasonable for Managers or Supervisors to allocate work and provide reasonable feedback, be it positive or negative, on a worker's performance. Reasonable management actions carried out in a fair way are not bullying. For example: <ul style="list-style-type: none"> ● Setting performance goals, standards and deadlines ● Deciding not to select a worker for promotion ● Informing a worker about unsatisfactory work performance ● Informing a worker about inappropriate behavior ● Implementing organizational changes ● Allocating targets or measures to employees ● Performance management processes. ● Constructive feedback.

7. Policy Statement

The Land Registration Authority (LRA) acknowledges the right of all employees to be treated equitably and commits to providing consistent,

merit based employment practices that follow the Equal Employment Opportunity and encourage individuals to achieve their full potential.

7.1. Recruitment, Selection and Placement (RSP)

The agency shall strictly adhere to the equal employment opportunity policy.

In keeping with this conviction, LRA adheres to the principles of merit, fitness and equality. Thus, the selection of employees shall be based on their qualifications and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness on the job and equal employment opportunity.

7.1.1. Posting of vacancies:

1. LRA shall not print or publish or cause the printing or publication, in any form of media, including the internet, any notice of advertisement relating to employment suggesting preferences, limitations, specifications and discrimination based on age, or decline any employment application because of individual's age, situation, gender, disability, ethnicity social status.
2. Vacancy published/posted should always include the agency's statement on Equal Employment Opportunity Principle (EEOP).

7.1.2. Pre-Assessment Phase:

1. It shall be noted on the applicant's profile database that the applicant is differently-abled or senior citizen so that proper assistance could be given to the applicant from the start of the process.
2. The assessment process shall not discriminate and shall be based on the policy of Equal employment opportunity.

7.1.3. Actual Assessment Phase:

LRA shall ensure that Differently-abled and senior citizen applicants shall be properly informed on their examination and interview schedules. During the interview, the panelist shall only ask questions related to the selection criteria. Questions pertaining to age, disability, social status, income class, paternity and filiation, political affiliation or other similar factors/ personal circumstances shall be avoided.

A different examination and interview schedules shall be set for the said applicants and appropriate assistance shall be given to them during actual assessment process.

During the structured written examination:

- For applicants with vision impairment, a qualified reader and encoder shall be assigned to him/her. Ensure the availability of laptops during their scheduled technical exam.
- For deaf or hard of hearing applicants, a written instruction shall be given during the entire process along with a written exam or encoded questionnaire. A laptop shall be provided to the said applicant, if need arises.
- For senior citizen applicants, proper assistance shall be given to the applicant in terms of laptop provision, written instructions, and personnel to assist the applicant during the entire process.
- For applicant with physical disability, LRA shall ensure that during the scheduled assessment, the elevator is working and fully functional. In cases where the elevator is out of order, the examinee shall be accommodated in a more accessible room in the lower ground floor or re-schedule the applicant, in his convenient time, if necessary.

During Behavioral Event Interview (BEI) Process:

- For deaf or hard hearing applicants, the panelist shall write their questions and ample time shall be given to the applicant to write back their answers.

7.1.4. Post Assessment Phase:

- A Background Investigation (BI) shall then be conducted to the top (5) shortlisted applicants with an increment of 2 or 3 applicants per additional positions. The questions that may be asked during BI should be limited to the questions already crafted in the Background Investigation (BI) Form depending on the type of applicant (Promotion/New Hire) taking into consideration the Equal Employment Opportunity Principles (EEOP) of LRA. The personnel in charge of the BI may probe further if he/she is not satisfied of the information at hand provided that the same will not violate the applicant's right on the account of his/her gender, civil status, disability, religion, ethnicity, or political affiliation.

7.2. Learning & Development (L&D)

LRA is committed to give equal opportunity to all employees, without discrimination, in training and development to enhance their knowledge, skills and attributes that relates to specific competencies useful in the performance of their job and for their career development and pathing.

Learning & Development (L&D) interventions, either formal or informal, shall be based on the competency gaps assessed during evaluation and as contained in the employee's Individual Developmental Plan (IDP) without discrimination on their age, disability, gender, sexual orientation, religion, marital status, political affiliation or other similar factors/ personal circumstances.

LRA shall also provide orientation or trainings to employees belonging to the specialized groups such as but not limited to the following topics:

1. Orientation on RA No. 8371, An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples
2. Orientation on the Benefits and Privileges of Solo Parents According to R. A. No. 8972, "The Solo Parents' Welfare Act of 200.
3. Orientation on Republic Act no. 9257 an Act Granting Additional Benefits and Privileges to Senior Citizens.
4. Orientation on Republic Act No. 7277, otherwise known as the Magna Carta for Persons with Disability.
5. Orientation on Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An Act Providing for the Magna Carta of Women

LRA shall provide the same support and consideration to future employees belonging to the specialized group. Further, the HRMO shall provide orientation on the rights and privileges of newly hired staff belonging to the said group.

To help meet the objectives of this policy the LRA shall:

1. Increase awareness of the prevalence of and harmfulness of discrimination and prejudice on the grounds of race, religion or belief, color, sex, age, national origin, disability or sexual orientation, and the needs and abilities of people with disabilities or other disadvantages;
2. Include EEOP on the orientation of newly hired staff during the onboarding program;
3. Ensures that employees will be informed every time there are updates on the LRA EEOP.

7.3. Performance Management

The LRA's performance target commitments, evaluation and review shall be based on accomplishment and merit and not on employees age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, pregnancy or

other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

The agency shall be more sensitive to the needs, situations, and circumstances of their employees and to strengthen the Equal Employment Opportunity Principle, the following consideration and support shall be provided such as but not limited to the following;

1. In cases where there is a vehicle request, the request of the differently-abled, pregnant staff or senior citizen staff be given priority as long as it will only cause minimum burden to the agency's operation.
2. Provide assistance/ staff support to the Senior Citizen, differently-abled person and pregnant staff whenever necessary to ensure a more accurate and faster disposition of their functions.
3. Assign targets or success measures to Senior Citizen or differently-abled staff that will not prevent them to meet their targets efficiently due to their personal circumstances or situation.
4. Provision of Breastfeeding room for future nursing employees.
5. Solo parents shall not be given targets that will separate them from their children for a long time.
6. Pregnant staff shall not be given difficult targets that may endanger their life as well as their baby. They may be given temporary job assignments as may be necessary for safe pregnancy.
7. Employees belonging to the Indigenous Peoples shall not be given targets or activities that is in contrary with their cultural beliefs and practices.
8. LRA may adjust work schedules for religious practices if they only cause minimum burden to the agency's operation. Further, LRA shall not segregate employees based on religious practices such as placing persons of particular religion in a non-customer position because of dress or grooming habits.

During the performance review and evaluation, the Performance Management Team (PMT) shall conduct the review and evaluation based on accomplishment and not on the limitations and restrictions of the employees especially those under the specialized group.

LRA shall ensure that the aforementioned consideration and support shall also be provided to future employees of LRA under the specialized groups (Senior Citizen, Solo Parent, Differently-abled Person, Indigenous Peoples, Pregnant Women)

7.4. Rewards and Recognition (R&R)

LRA ensures that rewards and recognition of officers and employees shall be based on equal opportunity, merit, performance and accomplishments irrespective of race, colour, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital or domestic partner status. Citizenship or any other status or characteristic covered by pertinent laws.

The agency shall ensure that they should not be left behind because of their physical limitations and restrictions. Nomination and deliberation of the "Model Employee/Group Awards", "Most Disciplined Employee/Group Awards", and "Maraming Salamat Awards" of LRA shall be in accordance with the EEO Principle.

Furthermore, LRA's Rewards and Recognition Program under the Agency's Program on Awards and Incentives for Service Excellence (PRAISE) program shall also strictly adhere to the EEOP.

8. RESPONSIBILITY

8.1. The Agency's Responsibility:

The Agency commits to be responsible in taking reasonable steps to prevent discrimination, harassment, sexual harassment, victimizations and vilification from occurring in the workplace by putting this policy in place, educating about inappropriate behaviours, implementing grievance procedures and ensuring compliance by taking seriously all employee's complaints regarding concerns on violations of the EEOP policy.

All complaints will be dealt with in a sensitive and confidential manner by the Grievance Committee who shall investigate the concern and implement appropriate disciplinary action to erring officers/employee.

Ensure that EEOP Policy shall also be applicable to 3rd Parties dealing with the agency including stakeholders.

8.2. Employee's Responsibility:

To ensure that he or she does not discriminate against, harass, bully, victimize or vilify any fellow employee, prospective employee, contractor, young person, or any other person in the workplace.

He/she should be aware that he/she can be held legally responsible for any acts that tends to violate the agency's EEOP policies. This also applies to officers/employees who shall assist or encourage other officers/employees to perform act/s violative of the agency's EEOP policy.

To assure that EEOP are followed and applied not only to fellow officer/employees within the workplace but also to 3rd party

individuals/group including stakeholders dealing with the agency and report any concerns of suspected violation/s to their immediate supervisors for appropriate action.

8.3. Immediate Supervisor's Responsibility:

As officers/leaders of the agency, they play an important role in the implementation of the Agency's EEOP Policies and Guidelines and as such should ensure that:

8.3.1. Discrimination by reason of race, colour, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital or domestic partner status, and physical differences, harassment, bullying, victimizing or vilifying fellow officer/employee or other 3rd party/ies will not happen;

8.3.2. An appropriate work culture is maintained within the workplace as well as observance of the proper procedure, in cases of complaints, shall be followed.

9. Procedure

9.1. Complaint Resolution

Complaints for violation of the EEOP policy of the agency shall first be communicated to the immediate supervisor of the division/section/office where the incident happened. He/she will assess the concern/situation, she may initiate to resolve the situation through alternative modes, or endorse the matter to the Chief HRMO for appropriate action.

Alternative modes may include resolving the matter directly by informing the concerned individual/s or group/s how his discriminative/ inappropriate behavior has upset the other person's feelings/right. He may continue to inform/educate the agency's commitment to prevent such action/s which are violative to the EEOP policy. An incident report shall then be prepared and submitted to the Chief HRMO Officer who will then endorse to the Grievance Committee for proper action.

9.2. Lodging a Complaint

In cases that complaints were not resolved through an alternative mode, the process on Complaints Handling must be followed.

- a. Complaint Letter
- b. Receive and Record of Complaint letter.
- c. The Grievance Committee shall conduct an Investigation within 10 working days from receipt of the complaint and shall render a decision within 5 working days from the investigation.
- d. The Grievance Committee shall also submit a report on the matter submitted for resolution.

LRA shall not tolerate vexatious complaints. If a claim or complaint is not initiated in good faith or without reasonable grounds, disciplinary action may be taken in accordance with the Administrative Code of the Philippines

9.3. Contact Person

Complaints should be addressed to the Office of the Administrator and submitted to the Chief HRMO for appropriate action. The Chief, HRMO may call upon the parties to inform and educate them about the agency's commitment to protect the rights of every individual, officers/employee/3rd parties or stakeholders for discrimination, harassment, bullying, and other inappropriate actions on account of the individual's age, situation gender, disability, ethnicity social status.

The Chief HRMO, may also answer queries/questions regarding any aspect of unacceptable conduct or any violation of the agency's EEOP policy.

9.4. Penalty for breach of this policy

A complaint against officer/s or employee/s of the agency when substantiated, he or she will face appropriate disciplinary action as set out under pertinent laws on government employees.


Appropriate disciplinary action may include provision of an apology, a transfer, warning, formal counselling and / or dropping from the rolls/ termination as may be necessary.

The person may also be subject to complaints under applicable Philippine laws.

10. System Review

Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management System, procedures and practices will be kept under review on a regular basis so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination and violation of this policy.

Approved by:


GERARDO PANGA SIRIOS
Administrator 