DOH CHD-CAR REGIONAL ORDER
No. 2018- 00 3

SUBJECT: Creation of Equal Opportunity, Equality and Diversity Policy in the DOH Center for Health Development-CAR

I. RATIONALE/BACKGROUND

The 1987 Constitution prohibits discrimination in any form against any person with the provision that no person shall be denied equal protection of the laws. The Philippines is also a party to the International Covenants on Human Rights, and therefore, has the obligation to ensure the equal rights of all persons to enjoy all economic, social, cultural, civil and political rights.

In addition, various laws promote equal opportunity and equality, including Republic Act 7277, the Magna Carta for Disabled Persons, enables the State to exert all efforts to remove all social, cultural, economic, environmental and attitudinal barriers that are prejudicial to disabled persons. Further, Republic Act No. 10534 (An Act Expanding the Positions Reserved for Persons With Disability, Amending for the Purpose Republic Act No. 7277, as Amended. Otherwise known as the Magna Carta for Persons With Disability) prohibits the denial of access of persons with disability to opportunities for suitable employment, provided they are qualified. They shall also be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able person.

Republic Act No. 9710 (The Magna Carta of Women), Section 3, states: "all individuals are equal as human beings by virtue of the inherent dignity of each human person". In addition, Republic Act 8371 (An Act to Recognize, Protect and Promote the Rights of Indigenous Cultural Communities, otherwise known as “The Indigenous Peoples’ Rights Act of 1997” provides for the equal enjoyment of the full measure of human rights and freedoms, without distinction or discrimination, by indigenous peoples, regardless of sex.

The Civil Service Commission leads the government agencies in implementing equal opportunity. Civil Service Commission Resolution No. 89-463 dated July 7, 1989, “Policy Directions on Equality of Employment Opportunity in the Government Service” resolves to adopt certain policy directions on eliminating all forms of discrimination based on gender, political/religious affiliation, ethnic/cultural extraction and social origin.
Thus, this Policy is created to allow the institutionalization of actions to ensure non-discrimination, equality, equal opportunity for employment and all manner of treatment of human resources of the DOH Center for Health Development-CAR (DOH CHD-CAR). In addition, diversity in the workplace shall also be adopted by this Office

II. STATEMENT/DECLARATION OF POLICY

The DOH Center for Health Development- Cordillera Administrative Region is dedicated to creating a supportive and inclusive culture amongst its whole workforce. We realize that it is in our best interest to have a diverse workforce and to eliminate unfairness, bias, or discrimination in the workplace. With the Civil Service Commission, we condemn all forms of discrimination against women and other disadvantaged groups in the government service.

Our aim is to ensure that all employees and applicants are given equal opportunity and that our organization is a representative of all sections of society. We respect and value each individual employee, and they are able to give their best work as a result. We embrace the concept of a diverse and inclusive workforce, to ensure a wide range of varied opinions and ideas so as to better serve, and also partner with, people of all backgrounds. Obtaining diversity makes this organization more creative, flexible, responsive, and productive.

We also value, and will treat every customer, partner, supplier and other stakeholder equally and without prejudice or bias.

The DOH CHD-CAR is an equal opportunity employer/human resource manager. Fairness and equality shall prevail in all aspects of our day-to-day operations.

We will protect those permanent and contractual staff, job contractors, and anyone who works in, or transacts with, the DOH CHD-CAR who may face discrimination, inequality or harassment due to any of the following: (1) age, (2) sex (3) sexual orientation, gender identity or preference, or sex reassignment surgery, (4) pregnancy and maternity-related conditions, (5) ethnicity and/or cultural heritage (6) physical and/or mental ability (7) religious affiliation or spiritual beliefs (8) civil status, (9) education, (10) socio-economic status, (11) geographical origin, (12) political opinion, (13) language or dialect, (14) property, and (15) other characteristics or factors.
III. OBJECTIVE:

This Order aims to provide a positive and supportive environment for staff with diverse backgrounds, and for the partners and external customers of the DOH CHD-CAR through the practice of fair and unbiased treatment in all aspects of work.

IV. SCOPE OR SPHERE OF APPLICATION:

This Order shall apply to all staff, whether permanent, temporary, contractual or job contractor, including all partners, stakeholders, trainees, customers or clients who carry out transactions with the DOH CHD-CAR. This Policy shall be applied to every aspect of work in the DOH CHD-CAR, from recruitment and selection, placement, learning and development, access to facilities, pay, benefits, discipline procedures, awards and recognition, performance management and rating, job retention, promotion, separation, and others.

V. DEFINITION OF TERMS

1. Discrimination: any distinction, exclusion, or preference made on the basis of gender, religious or political affiliation minority or cultural extraction or social origin which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.

2. Diversity in the workplace/Diverse workplace: a workplace which is composed of employees with varying characteristics including, but not limited to, religious and political beliefs, gender, sexual orientation, ethnicity, education, socioeconomic status, and geographic location.

3. Due Process/Procedural due process: a course of formal proceedings (i.e. legal proceedings) carried out regularly and in accordance with established rules and principles.

4. Equality in the workplace: the fair treatment of people regardless of their gender, race, disability, religion, nationality, sexual orientation or age. It means making sure all employees are given equal opportunities, equal benefits and are accepted for their differences.

5. Equal Opportunity: the principle of treating all people in the same manner, and not being influenced by a person's sex, race, religion, and other factors.

6. Fairness: impartial and just treatment or behavior without favoritism or discrimination.
7. Inclusive workplace - while closely related, is a separate concept from diversity. It is the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization’s success.

VI. GENERAL GUIDELINES

The following procedures shall be applied to ensure that the DOH CHD-CAR treats all internal and external customers fairly, and that diversity in the workplace is attained:

1. The officers and supervisors of the DOH CHD-CAR shall be responsible for the dissemination of this policy.
2. The Directors, managers and supervisors are responsible for implementing this policy within each Division, Section or Unit, in the day-to-day operations of the DOH CHD-CAR.
3. The Gender and Development focal point are responsible for eliminating gender bias, and mainstreaming gender responsiveness in the DOH CHD-CAR.
4. The Human Resource Management and Development Section/Unit is responsible for overall compliance, especially in all the four pillars of the PRIME-HRM: (1) recruitment, selection and placement, (2) learning and development, (4) performance management, and (5) rewards and recognition.
5. The Human Resource Management and Development Section/Unit, in collaboration with the Health Promotion Unit, is responsible for the advocacy and promotion of this policy.
6. This policy shall form part of the Employee Handbook.
7. Equality (especially gender equality), equal opportunity, diversity and inclusion shall be included among the values of the DOH CHD-CAR.
8. All programs and projects of the DOH CHD-CAR shall be developed, implemented and evaluated using the equality and diversity perspective, and also a cultural sensitivity perspective.
9. The DOH CHD-CAR management shall support benchmarking and other knowledge management activities relevant to this policy.
10. The management shall not tolerate violations of government laws and/or non-compliance with office and other government policies.

VII. IMPLEMENTING MECHANISMS

1. The management shall ensure that funds are sufficient for the dissemination, promotion, implementation, monitoring and evaluation of the policy.

2. The HRMDU staff shall orient all new employees (permanent and temporary contractuals or job contractors) regarding this policy during the on-boarding process, emphasizing on
the expectation of compliance with all of the government policies and internal policies of the DOH-CHD-CAR. Likewise, the HRMDU shall conduct orientation of all service providers.

3. The HRMDU staff shall lead in the implementation of the equality and diversity policy in all human resource-related processes, including, but not limited to: recruitment, screening, hiring, promotion, learning and development, provision of benefits, awards and recognition, discipline, separation.

3.1 Adopt any model for Equal Opportunities system designed by the Civil Service Commission.

3.2 Recruit from diverse pools of talent to ensure that the DOH CHD-CAR is open to applicants from various backgrounds.

3.3 Publish information about job openings using all available means, such as, but not limited to, social media, internet, agency newsletters, broadcast media, newspaper, television, in order to guarantee wide dissemination.

3.4 Selection of men and women nominees for hiring or promotion shall be in accordance with minimum qualification standards set for government personnel. The responsible persons in the DOH CHD-CAR may prescribe additional qualifying factors, as deemed relevant to the functions of the vacant positions.

3.5 Apply or implement relevant government and internal policies, guidelines and criteria in a standard manner for everyone, as applicable.

3.6 Perform other necessary related activities.

4. The DOH CHD-CAR Gender and Development Plans and programs shall help ensure that there is elimination of gender bias in every aspect of the operations of this office.

5. All supervisors and employees shall pro-actively look for signs of violation of this policy, and shall immediately report any related incident in writing to the Head of Agency.

6. The disciplining authority shall deal accordingly with any non-compliance, or violation of this policy, and or other related government laws/policies, following due process.

VI. REPEALING/SEPARABILITY/PENALTY CLAUSE

Any provisions of orders, rules and regulations inconsistent with this issuance are hereby repealed or modified accordingly. Management shall deal accordingly with non-compliance herewith.
VII. EFFECTIVITY CLAUSE

This issuance shall take effect immediately after approval.

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OIC Director IV