



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

OFFICE OF THE COLLEGE PRESIDENT

Vision

A preferred University of developmental culture and inclusive growth.

Mission

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship. It shall share responsibility in cultural vitality and well-being of the community.

Goals

- 1. Attain and sustain quality and excellence;
- 2. Promote relevance and responsiveness;
- 3. Broaden access and equity;
- 4. Enhance efficiency and effectiveness; and,
- 5. Develop harmony within the college and stakeholders and beneficiaries.

Quality Policy

MPSPC in its aim to fully enhance its programs and services commits to deliver high standards of satisfaction responsive to the needs of its clients and compliant applicable statutory and regulatory requirements while continually improving its systems and processes.

Member

- Edu-connect Southeast Asian Association
- Asia Pacific Mobility in the Asia Pacific
- Philippine Council for Agriculture, Aquatic and Natural Research and Development
- Cordillera Health Research and Development Consortium



Linkages

Agricultural Cooperative Development International / Volunteers in Overseas Cooperative Assistance

Sehkolah Tinggi Ilmu Ekonomi - Perbanas Surabaya, Indonesia

Kaohsiung Medical University, Taiwan

National Taitung University, Taiwan

National Research Council of the Philippines



EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY STATEMENT

Mountain Province State Polytechnic College adheres and promotes the principle of equality of treatment and employment opportunity vital in the advancement of the continuing commitment of the College for quality education and excellent services. Further, the College recognizes that it can gain from the elimination of any form of discrimination in the workplace as fairness and justice in the workplace boost self-esteem and morale of employees and ultimately their productivity.

MPSPC, consistent with its vision shall be at the vanguard of policy and practice that:

- ❖ removes all forms of discrimination, harassment or intimidation;
- ❖ provides equal employment opportunity, and values diversity among its workforce;
- ❖ Promotes discrimination-free work environment and foster inclusive culture.

Thus, all phases of the College'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, MPSPC commits itself to the active implementation of equality in treatment and employment opportunity and the promotion of a culture that supports it by proactively integrating into organizational practices and in 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 shall pave the way for the imbedding of the Equal Employment Opportunity Principle (EEOP) and its practice at MPSPC.

SCOPE

The policy applies to all employee positions, whether academic or non-academic, and in all employment categories.



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LEGAL BASIS

The policy is in consonance with the following existing laws, rules and regulations:

Republic Act (RA No. 7192: Women in Development and Nation Building Act, RA No. 9710: Magna Carta of Women and its IRR.

Republic Act No. 7277, as amended: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes.

RA 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.

Republic Act No. 8371: An Act to Recognize, Protect and Promote the Rights of Indigenous Cultural Communities Indigenous Peoples, Creating A National Commission on Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Therefor, And for Other Purposes.

Republic Act No. 8972: An Act Providing for Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and For Other Purposes.

Merit Selection Plan

College Code

POLICY IMPLEMENTATIONS

A. Recruitment, Selection and Placement

The primordial goal is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines based on the applicable CSC Rules and Regulations. The principle of "Equal Access to Opportunity" construed as equal employment opportunity and fair treatment in the employment process shall be maintained at all times. 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 distinctions form part of the qualifications of the job itself. A statement on this shall form part of the Notice of Vacancy/Advertisement.





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1. Recruitment for both teaching and non-teaching personnel (first level and second level positions) shall be open to all qualified applicants without regard to personal characteristics as race, color, sex, religion, political opinion, national extraction or social origin, among others. The College 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 MPSPC in all its campuses, including its website, for at least ten (10) calendar days. Other appropriate modes of publication shall be resorted to as authorized by the College to attract diverse pool of applicants.

2. Selection shall be transparent and based on merit and fitness system. The process of selection from the qualified and diverse pool of applicants shall ensure a fair and just treatment without regard to personal characteristics that are irrelevant to the position being filled. The procedure of the assessment shall be consistent with the approved merit system of the College and the approved criteria for selection shall be used. The ratio for both men and women in an office shall be considered.

The College 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. In the placement of persons with disabilities, the College shall accord due regard to the individuals' qualities, goals and inclinations 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.

B. Learning and Development

The goal is professional advancement and/or skill enhancement opportunities for all employees without discrimination or distinction. The aim of "Equal Achievement Opportunity" ensures that members of the College community be enabled to pursue and develop their careers without their opportunities being affected by matters that are irrelevant to the requirements of those careers and are deemed discriminatory such as sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability, and the like.





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This shall be implemented as follows:

- ◆ Ensure the potential of employees by providing training and/or mentoring

(Learning & Development Program) that provides personnel of all backgrounds the opportunity, skill, experience, and information necessary to perform well and ascend to upper-level jobs, without discrimination.

- ◆ Encourage and invest in staff development ensuring that all employees have equal access to and are treated fairly and equally in all learning and development, recreational, and promotional activity offered by the University.
- ◆ Invitations for Scholarships, trainings and other professional opportunities from external providers or sponsors are disseminated through office orders and advisories.
- ◆ Identify professional development and advancement programs for personnel with special needs and provide reasonable accommodations such as assistive devices, job restructuring, and site modification for disabled staff members.
- ◆ Make sure all staff are informed of the College's non-discrimination policy and the procedures for resolving discrimination complaints.
- Promote a culturally diverse community and environment that promotes the self-esteem and personal development of staff to enable them to reach their full potential.

C. Performance Management

The goal is to retain a productive workforce by reviewing performance and productivity based on non-discriminatory grounds. The "Equal Performance Evaluation aimed" that the performance of all personnel shall be based on objective non-discriminatory factors and approved criteria communicated to them. This shall be implemented as follows:

- Implementation of performance management systems shall consider the needs and limitations of employees belonging to specialized groups;
- Individual contributions shall be linked to the organizational direction by reviewing their Position Description Form (PDF) to eliminate unintended bias or discrimination that violates the principle of equal employment opportunity.



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- Assignments/tasks should consider the needs of employees belonging to specialized groups (*differently-abled, pregnant women, solo parent, etc.*)
- Ensuring standards and expectations of performance are fully job-related, eliminating irrelevant matters, and that these are communicated to the employees;
- Ensuring that all employees have regular performance reviews, in which they receive constructive feedback and have an opportunity to discuss their development needs with their immediate supervisors or the management without fear of harassment, coercion, reprisals, or discrimination;
- In making employee appointments as well as internal appointments to committees, the College shall seek to achieve broad representation among candidates and in selection panels.
- Maintain a hospitable work environment and all publications relating to employee issues will be expressed in non-sexist and non-racist terms;

D. Rewards and Recognition

The College shall ensure that Rewards and Recognition shall be based on equal opportunity, merit, performance and accomplishments. The "Equal Rewards and Recognition Opportunity" policy provides that the College commits itself in providing a working environment that promotes, recognizes and rewards those demonstrating exceptional work performance, innovations or distinctions determined via standards irrespective of personal character traits. The Program on Rewards and Incentives for Service Excellence (PRAISE) shall be reviewed to determine its conformity to the tenets of equal treatment and non-discrimination.

COMPLAINTS

Complaints involving the implementation of the Equal Opportunity Principle 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.

The College enjoins every personnel for the observance and promotion of equal employment opportunity and discrimination-free working environment consistent with its





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vision to be a preferred university of developmental culture and inclusive growth.

EFFECTIVITY

This shall take effect immediately.

Approved:

REXTON F. CHAKAS
SUC President III



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