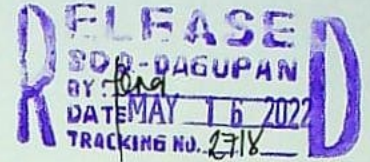




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 168, s. 2022

TO: All SDO Personnel
FROM: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DATE: May 16, 2022
SUBJECT: Equal Opportunity Policy (EOP) on Learning and Development (L&D)

Equal Opportunity Policy (EOP) on Learning and Development (L&D)

The goal of the EOP on Learning and Development is to provide and support personal and professional growth of SDO Dagupan City employees with high regard for the provision of equal opportunities and for a development framework not affected by discriminatory factors, such as sex, color, race, ethnicity, religion, gender, social class, political affiliation, disability, and other non-job-related groups and labels.

Training, seminars, workshops, conferences, scholarships, and job-embedded learning shall involve a systematic process of competence/needs assessment, planning, designing, resource development, and the actual delivery of the programs.

This shall be implemented as follows:

1. Qualifications and Selection of Participants

SDO Dagupan City shall ensure that all employees have equal opportunity for their personal and professional growth in all Learning and Development Programs, Projects, and Activities (PPAs) such as Staff Development Program, Professional Development Programs, and other PPAs offered by the SDO Dagupan City.

2. Equity and Access to Learning and Development Interventions

a. All invitations for scholarships, trainings, and other professional opportunities from external providers or sponsors (local and international) shall be properly disseminated by the Human Resource Learning & Development Committee (HRLDC) through office memo/orders/advisories, and to be posted through the SDO Dagupan City website and official social media platform/s.



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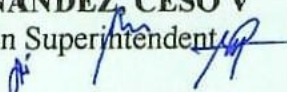
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- b. Professional development and advancement programs for personnel with special needs shall be implemented in accordance with EOP, and SDO Dagupan City shall provide necessary assistance in the personnel's attendance to these programs.
3. Selection of Learning Service Provider

The program owner/proponent shall ensure that Learning Service Providers are advocates of social inclusion and equal opportunity principle.
4. Safe Learning and Development Environment
 - a. A safe, positive, comfortable, accessible, and conducive environment shall be considered and ensured by all L&D Program Owner/Proponents, to encourage strong collaboration among participants, trainers, and training team.
 - b. There should be a provision of a *Lactating Room* for nursing mothers and a space for attendees who are needing medical attention.
 - c. Any form of discrimination or bias shall **not** be allowed in the training venue. Activities shall be designed in accordance with this EOP policy.
 - d. The availability of medical personnel and first aid kits in the training venue shall be guaranteed.

For information, guidance and compliance of all concerned.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent 



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