

Version No: 01	Guideline Title: GUIDELINES ON EQUAL EMPLOYMENT OPPORTUNITY	
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1.0 Objective

This guideline ensures that the University of the Visayas (UV) upholds a transparent, fair and inclusive admissions process. It affirms the University's commitment to equal employment opportunity and outlines any other applicable and supportive conditions.

2.0 Scope

This guideline applies to all stakeholders on the establishment of Equal Employment Opportunity in the main and satellite campuses.

3.0 Guidelines

3.1. Guidelines Statement

The University of the Visayas practices strict non-discrimination policy in all aspects of its admissions procedures.

UV does not discriminate on the basis of:

- 3.1.1. Age.
- 3.1.2. Sex, gender or sexual orientation.
- 3.1.3. Religion or spiritual belief.
- 3.1.4. Ethnicity, nationality or cultural background.
- 3.1.5. Disability or health condition, provided certain requirements can reasonably be met like doctor's clearance/fit-to-work certificate.
- 3.1.6. Socio-economic status.
- 3.1.7. Political affiliation.
- 3.1.8. Marital or parental status.
- 3.1.9. Any other characteristic protected and provided for by law.

All applicants who meet UV's professional and behavioral standards are given equitable opportunity for admission.

3.2. Transparency and Public Posting

To ensure accountability and accessibility:

- 3.2.1. The full UV Admissions Policy, including this non-discrimination guidelines, shall be publicly posted on: the official University website; the



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Human Resources Department and in the Finance and Administrative Manual (FAM).

3.2.2. Any revisions to the guidelines shall likewise be publicly announced and posted for visitors and other stakeholders

3.3. Inclusive Admissions Practices

UV is committed to fostering diversity, access, and holistic employee development. In line with this, UV shall implement appropriate positive discrimination measures, provided such measures:

3.3.1. Are consistent with Philippine Labor Laws, CHED and DOLE policies and the like.

3.3.2. Aim to support groups historically underrepresented or facing barriers.

3.3.3. Do not compromise the integrity of the University.

3.4. Admissions Criteria

3.4.1. Office Responsibilities

All applicants are assessed based on merit and qualifications, using criteria including but not limited to:

- 3.4.1.1. Academic performance and records (TOR, diploma, etc.).
- 3.4.1.2. Entrance assessments like IQ test, if applicable.
- 3.4.1.3. Good moral character certificate.
- 3.4.1.4. Interviews or portfolio evaluations, when required.
- 3.4.1.5. Medical laboratory results.

3.5. Reasonable Accommodation

UV ensures equal employment opportunity by providing reasonable accommodations for applicants with disabilities or other special needs, such as:

- Accessible facilities during admissions processing.
- Additional time for assessments.
- Alternative formats for interviews or testing.

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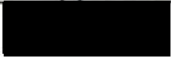
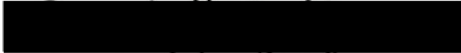
3.6. Reporting and Grievances

Applicants who believe they have experienced discrimination, directly or indirectly, may file a complaint through:

- Human Resources Department
- Administration

3.7. Review of Guidelines

This guideline shall undergo periodic review, at least every three (3) years, to ensure its continued relevance, effectiveness and alignment with national laws and best practices in inclusive environment.

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