



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
Email Address: president@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

Office of the University President

Memorandum Order No. **262-d**
Series of 2021

TO : ALL CONCERNED

THRU : VICE PRESIDENTS AND CHANCELLORS

SUBJECT : REITERATION OF EXISTING RULES ON HIRING AND REASONABLE ACCOMODATION OF PERSONS WITH DISABILITIES (PWDs)

DATE : 18 JANUARY 2021

Pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 07, s. 2014, in relation to Republic Act (RA) No. 7277, as expanded by RA 10754, insofar as practicable and without prejudice to the merit and fitness rule in the civil service, **at least one percent (1%) of all positions in the University shall be reserved for persons with disability.** To this end, the following actions must be undertaken by all offices concerned:

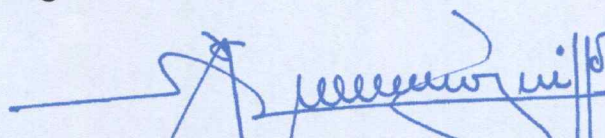
1. Determine which position does not require certain disabilities as a bona fide occupational qualification (BFOQ). As a guide in determining whether a position requires certain condition as BFOQ, the following factors must be proven: (i) that the employment qualification is reasonably related to the essential operation of the job involved; and, (ii) that there is a factual basis for believing that all or substantially all persons meeting the qualification would be unable to properly perform the duties of the job (*Star Paper Corporation vs. Simbol, et. Al, G.R. No. 164774, April 12, 2006*);
2. Provided that certain disabilities is not a BFOQ, in the publication of hiring, the following phrases must be included:

“Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:”
3. The HRMOs must periodically report to the undersigned and the Chancellors concerned the number of PWDs hired by the University, as well as positions falling under item number 1 herein. The HRMO must likewise comply with the reportorial requirements of the CSC;

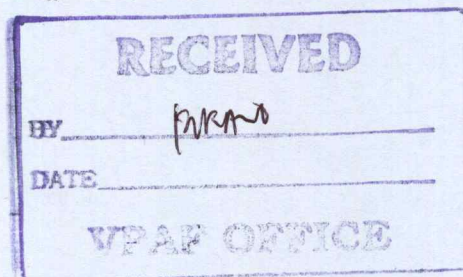
4. Subject to existing laws, rules, and regulations, and insofar as practicable, PWDs must be extended with the greatest and reasonable accommodation. Reasonable accommodation, as per the Implementing Rules and Regulations (IRR) of RA 7277, means *necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disability the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms*. Reasonable accommodation may include the following:

- a. improvement of existing facilities used by employees in order to render these readily accessible to PWD;
- b. modification of work schedules;
- c. acquisition or modification of equipment or devices;
- d. modifications of examinations, training materials or company policies, rules and regulations pertaining to hiring; and
- e. provision of auxiliary aids and assistive devices, and other similar accommodations for PWDs.

The Human Resource Management Office (HRMO) is hereby directed to assure continuing observance of the foregoing rules.


Dr. TIRSO A. RONQUILLO
University President

cc: Office of the University and Board Secretary *SHARIFA DE JESUS*
Records Management Office, Central Administration
Human Resource Management Office, Central Administration



Received by:
VPEAI - Janine
VPROES - APOLLO
VPAA - *[Signature]*

