



Republic of the Philippines  
City of Cagayan de Oro  
**CITY COLLEGE OF CAGAYAN DE ORO**  
**HUMAN RESOURCE OFFICE**



City College of Cagayan de Oro  
Policy on Protection Against Retaliation and Educational or Employment  
Disadvantage

### I. Policy Statement

The City College of Cagayan de Oro affirms its commitment to creating a safe, inclusive, and equitable academic and work environment. In line with its **Merit Selection Plan (MSP)** and relevant national laws, the College strictly prohibits any form of retaliation or disadvantage against individuals who report discrimination, harassment, or any violation of equal opportunity principles.

### II. Scope

This policy applies to all faculty members, non-teaching personnel, students, and applicants for employment or admission.

### III. Guiding Principles

- **Equal Opportunity:** The MSP guarantees fair and merit-based selection, promotion, and admission processes. No person shall be denied educational or employment opportunities based on age, sex, health concerns, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- **Protection Against Retaliation:** Individuals who report discrimination or participate in investigations shall not suffer any form of disadvantage, including but not limited to denial of admission or promotion, reduction in academic or employment benefits, unjust performance evaluations, or hostile work or learning environment.
- **Legal Compliance:** This policy upholds the rights guaranteed under RA 9710 (Magna Carta of Women), RA 7277 (Magna Carta for Persons with Disabilities), RA 8731 (Indigenous Peoples' Rights Act), and relevant provisions protecting LGBTQIA+ individuals and other marginalized groups.



#### IV. Definitions of Key Terms

Term	Definition
Retaliation	Any adverse action taken against an individual for reporting discrimination or participating in an investigation.
Discrimination	Unfair or unequal treatment based on age, sex, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
Disadvantage	Any reduction in rights, benefits, or opportunities in education or employment resulting from reporting discrimination.
Equal Opportunity	The principle is that all individuals have the right to fair and unbiased access to education and employment.

#### V. Reporting and Redress Mechanism

Reports of discrimination or retaliation shall be filed with the Human Resource Office or Office of Student Affairs. The College shall ensure confidentiality, prompt and impartial investigation, and a non-retaliatory environment throughout the process.

#### VI. Roles and Responsibilities

1. Human Resource Office: Receives and investigates complaints, ensures confidentiality.
2. Office of Student Affairs: Handles student-related cases and provides support.
3. Supervisors and Faculty: Maintain a non-retaliatory environment and cooperate with investigations.
4. Complainant: Provide accurate information and cooperate during the investigation.

#### REPORTING AND REDRESS MECHANISM





Republic of the Philippines  
City of Cagayan de Oro  
**CITY COLLEGE OF CAGAYAN DE ORO**  
**HUMAN RESOURCE OFFICE**



## VII. Sanctions

Any employee, faculty member, or student found guilty of retaliation or discrimination shall be subject to disciplinary action in accordance with college policies and applicable laws.

Sanctions may include, but are not limited to:

### For Employees and Faculty

1. Written Warning – Formal notice placed in the personnel file.
2. Mandatory Training – Attendance in gender sensitivity and anti-discrimination seminars.
3. Suspension Without Pay – Temporary removal from duties for a specified period.
4. Demotion or Reassignment – Reduction in rank or transfer to another unit.
5. Termination of Employment – Dismissal for grave or repeated violations.

### For Students

1. Written Reprimand – Official warning recorded in the student's file.
2. Mandatory Counseling or Training – Participation in sessions on diversity and inclusion.
3. Loss of Privileges – Restriction from certain campus activities or leadership roles.
4. Suspension – Temporary exclusion from classes and campus facilities.
5. Expulsion – Permanent removal from the College for severe or repeated offenses.

### Legal Action

In cases involving violations of national laws (e.g., RA 9710, RA 7277, RA 8731), the College shall endorse the matter to appropriate government agencies and cooperate fully in legal proceedings.

## VIII. References

- RA 9710 – Magna Carta of Women
- RA 7277 – Magna Carta for Persons with Disabilities
- RA 8731 – Indigenous Peoples' Rights Act