

CONGRESS OF THE PHILIPPINES }
First Regular Session }

SENATE

S. No. 139

INTRODUCED BY SENATORS SALONGA, GUINGONA, JR.,
MERCADO AND SAGUISAG

AN ACT ESTABLISHING A CODE OF CONDUCT FOR
GOVERNMENT EMPLOYEES, UPHOLDING THE
TIME-HONORED PRINCIPLE OF PUBLIC OFFICE
BEING A PUBLIC TRUST, GRANTING INCENTIVES
FOR EXEMPLARY SERVICE, PROVIDING FUNDS
THEREFOR AND FOR OTHER PURPOSES

*Be it enacted by the Senate and the House of Representatives
of the Philippines in Congress assembled:*

1 SECTION 1. *Title.* — This Act shall be known as the
2 “Code of Conduct for Government Officials and Em-
3 ployees.”

4 SEC. 2. *Declaration of Policy.* — Public office is a
5 public trust. In view thereof, public officers and employees
6 must at all times be accountable to the people, serve them
7 with utmost responsibility, integrity, loyalty and efficiency,
8 act with patriotism and justice, lead modest lives, and up-
9 hold public over one’s own personal interest.

1 SEC. 3. *Ethical Standards.* — Every government official
2 and employee shall observe the following standards in the
3 discharge and execution of official duties:

4 a) *Commitment to Public Interest.* — Public officials
5 and employees shall always uphold the public interest over
6 and above that of his own personal interest. He must use
7 all government resources economically and efficiently in
8 order to avoid wastage in public funds and revenues.

9 b) *Responsiveness to Public Needs.* — All government
10 officials and employees shall act on the public demands
11 promptly, expeditiously and without delay. In dealing
12 with the public, he must encourage suggestions, simplify
13 and systematize policy, rules and procedures, avoid red-
14 tape, and if practicable conduct public hearings and consul-
15 tations.

16 c) *Sincerity and Justness.* — Public officials and
17 employees shall remain true to the people at all times.
18 They must act with sincerity and justness and shall not
19 discriminate against anyone, especially the poor and the
20 underprivileged. They must at all times refrain from acts con-
21 trary to law, good morals, public order, health and safety.
22 They shall do no favors on account of their office to their
23 relatives whether by consanguinity or affinity, except as
24 provided by law.

25 d) *Simple Living and Transparency.* — Public officials

1 and employees must lead modest lives commensurate to
 2 their positions and income from employment. They shall
 3 always be close and shall remain accountable to the people
 4 at all times. They shall not indulge in extravagant or osten-
 5 tious display of wealth in any form.

6 e) *Commitment to Democratic Ideals.* — Public
 7 officials and employees must always defend and protect
 8 a government of the people, for the people and by the
 9 people. They must always remember that civilian authority
 10 always reign supreme over the military and they must put
 11 the interest of the country over that of individual persons
 12 or political affiliation. He must stick to the rule of law
 13 and not of men and uphold and protect the constitutional
 14 mandate at all times.

15 f) *Professionalism.* — Public officials and employees
 16 shall perform and discharge their duties with the highest
 17 degree of excellence, professionalism, intelligence and skill.
 18 They must enter public service with utmost devotion and
 19 dedication to duty. They must isolate themselves from the
 20 popular but wrong perception of government employees
 21 being dispensers or peddlers of undue patronage.

22 g) *Nationalism and Patriotism.* — Public officials
 23 and employees must at all times be loyal to the Republic
 24 and to the Filipino people and must encourage pride of
 25 country and people. He must, if practicable and necessary,

1 patronize locally made goods, resources and technology and
2 must endeavor to maintain and defend, if necessary, Philip-
3 pine sovereignty against foreign intrusion.

4 SEC. 4. *Duties of Public Officials and Employees.* —

5 In the performance of their duties, all public officials and
6 employees must undertake the following obligations:

7 1. *Prompt Replies and Actions to Letters and Re-*
8 *quests.* — All public officials and employees shall, within
9 reasonable time from receipt thereof, respond to letters,
10 telegrams or other means of communications sent by the
11 public. The reply must, if necessary, contain the action taken
12 on the request.

13 2. *Submission of Annual Performance Reports.* —
14 All heads or other responsible officers of offices and agencies
15 of the government and of government-owned or controlled
16 corporations shall, within one (1) month from the end
17 of the year, render a performance report of the agency
18 or office or corporation concerned. Such report shall be
19 open to the public within regular office hours.

20 3. *Expeditious Processing of Documents and Papers.*
21 — All official papers and documents must be processed
22 and completed within reasonable time from preparation
23 thereof and must contain no more than three (3) signatories
24 therein. In the absence of duly authorized signatories, said
25 signatories shall assign their duly authorized representative

1 to sign for and in their behalf.

2 4. *Immediate Action on the Public's Personal Trans-*
3 *actions.* — All government officials and employees must
4 attend to everyone who want to avail themselves of the
5 services of their offices and must, at all times, act promptly
6 and expeditiously.

7 5. *Accomplishment of Statement of Assets and*
8 *Liabilities.* — All public officials and employees must ac-
9 complish and submit a declaration under oath of his assets
10 and liabilities within a period of six (6) months annually
11 until the end of his term of office, a statement of assets
12 and liabilities in accordance with existing laws.

13 6. *Disclosure and Identification of Relations.* —
14 Every public official and employee must disclose, to the
15 best of his knowledge and information, the identities
16 of his relatives in the government.

17 7. *Making Documents Accessible to Public.* — All
18 public documents must be made accessible to and readily
19 available for inspection by the public within reasonable
20 working hours.

21 SEC. 5. *Prohibitions.* — All government officials and
22 employees shall be subject to the following prohibitions:

23 a) All government officials and employees must
24 avoid conflict of interest at all times. When a conflict of
25 interest arises, he must resign from his position in any private

1 business enterprise having an interest adverse to that of his
 2 position in the government within thirty (30) days from
 3 assumption of office or divest himself of his shareholdings
 4 in such enterprise within sixty (60) days from assumption
 5 of the government office.

6 b) Public officials and employees must not occupy
 7 a position other than his primary position or practice any
 8 profession unless otherwise allowed by law or the Consti-
 9 tution.

10 c) Public officials and employees must not engage
 11 in ostentatious display of wealth, either in public or in
 12 private, in times of emergency or economic want.

13 d) Public officials or employees shall not, directly
 14 or indirectly, have any financial, material or pecuniary
 15 interest in any transactions requiring the approval of their
 16 office.

17 e) Public officials and employees shall not use or
 18 divulge public or classified information officially made
 19 known to him by reason of his office.

20 SEC. 6. *System of Rewards and Incentives.* — A Com-
 21 mittee on Rewards and Incentives is hereby created to
 22 formulate and implement a system of rewards and incentives
 23 for qualified government officials and employees who shall
 24 have shown an exemplary conduct and rendered exemplary
 25 service to the public in accordance with this Act. Said Com-

1 mittee shall be composed of five (5) members with the
 2 Ombudsman as Chairman and four (4) other members:
 3 one, the Chairman of the Civil Service Commission, another
 4 to be appointed by the President from among the members
 5 of the Cabinet, and two others representing the government
 6 employees, also to be appointed by the President. The
 7 Committee shall establish the guidelines and criteria for the
 8 grant of the rewards and incentives.

9 SEC. 7. *Penalties.* — Any violation of the provisions
 10 of this Act shall be a ground for removal from office after
 11 due notice and hearing by the appropriate body or agency.

12 SEC. 8. *Appropriations.* — The sum necessary for
 13 the effective implementation of this Act shall be taken
 14 from the appropriations of the Civil Service Commission.
 15 Thereafter, such sum as may be needed for its continued
 16 implementation shall be included in the annual General
 17 Appropriations Act.

18 SEC. 9. *Rules and Regulations.* — The Civil Service
 19 Commission shall promulgate the rules and regulations
 20 as may be necessary for the effective implementation of
 21 this Act.

22 SEC. 10. *Repealing Clause.* — All laws, decrees, orders,
 23 rules and regulations or parts thereof inconsistent herewith,
 24 are deemed repealed or modified accordingly.

1 SEC. 11. *Effectivity.* — This Act shall take effect
2 upon its approval.

Approved,