

# Republic Act 6713

## Code of Conduct & Ethical Standards for Public Officials and Employees



# Republic Act No. 6713 (February 20, 1989)

An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes



“Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice and lead modest lives.”



# **Republic Act No. 6713**

**deals on the following:**

- Norms of Conduct
- Duties of Public Officials and Employees
- Prohibited Acts and Transactions
- Statements and Disclosure
- Divestment, and
- Penalties



# NORMS OF CONDUCT



- Commitment to public interest
  - Uphold public interest over and above personal interest
  - Use government resources and powers efficiently, effectively, honestly and economically



- Professionalism

PERFORMS DUTIES AND RESPONSIBILITIES WITH THE HIGHEST DEGREE OF:

*Excellence*

*Professionalism*

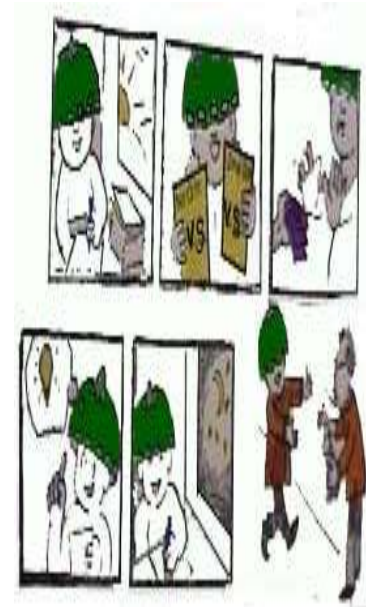
*Intelligence and*

*Skill*



# Professionalism

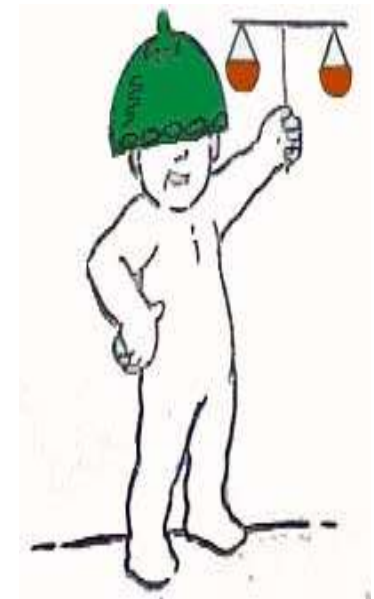
- Enter public service with utmost devotion and dedication to duty
- Endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage





- **Justness and Sincerity**

- Remain true to the people at all times
- Act with justness and sincerity
- Respect the rights of others
- Refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest



# Justness and Sincerity

- Shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.



- Political Neutrality

Provide service to anyone without unfair discrimination and regardless of party affiliation or preference



- **Responsiveness to the Public**

- Extend prompt, courteous and adequate service
- Provide information in clear and understandable language
- Openness of information
- Public consultations and hearings
- Encourage suggestions
- Simplify and systematize policy, rules and procedures
- Avoid red tape



- Nationalism and Patriotism
  - Be loyal to the Republic and to the Filipino People
  - Promote the use of locally produced goods, resources and technology



- **Commitment to Democracy**
  - Commit to the democratic way of life and values
  - Maintain the principle of public accountability
  - Manifest by deeds the supremacy of civilian authority over the military



- **Simple Living**
  - Lead modest lives appropriate to position and income
  - Not indulge in extravagant and ostentatious display of wealth in any form



# DUTIES OF PUBLIC OFFICIALS AND EMPLOYEES





# ACT PROMPTLY ON LETTERS AND REQUESTS

- All public officials and employees shall, within 15 working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.



# SUBMIT ANNUAL PERFORMANCE REPORT

- All heads or other responsible officers of offices and agencies shall within 45 working days from the end of the year, render a performance report of the agency or office. Such report shall be open and available to the public within regular hours.



# PROCESS DOCUMENTS AND PAPERS EXPEDITIOUSLY

- All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than 3 signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.



# ACT IMMEDIATELY ON THE PUBLIC'S PERSONAL TRANSACTIONS

- All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.



# MAKE DOCUMENTS ACCESSIBLE TO THE PUBLIC

- All public documents must be accessible to and readily available for inspection by the public within reasonable working hours



# TRANSPARENCY OF TRANSACTION AND ACCESS TO INFORMATION



# Section 3, Rule IV, IRR

Every department, office or agency shall provide official information, records or documents to any requesting public,

*EXCEPT:*

- a. Such information, record or document must be kept secret in the interest of national defense or security or the conduct of foreign affairs;

- b. Such disclosure would put the life and safety of an individual in imminent danger;
- c. The information, record or document sought falls within the concepts of established privileged or recognized exceptions as may be provided by law or settled policy or jurisprudence





- d. Such information, record or document compromises drafts or decisions, orders, rulings, policy decisions, memoranda, etc.;
- e. It would disclose information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;



- f. It would disclose investigatory records compiled for law enforcement purposes, or information which if written would be contained in such records, but only to the extent that the production of such records or information would (i) interfere with enforcement proceedings, (ii) deprive a person of a right to a fair trial or impartial adjudication, (iii) disclose the identity of a confidential information furnished only by the confidential source, or (iv) unjustifiably disclose investigative techniques and procedures



- g. It would disclose information the premature disclosure of which would (i) be likely to lead to significant financial speculation in currencies, (ii) be likely or significantly to frustrate implementation of a proposed official action

# PROHIBITED ACTS AND TRANSACTIONS



***shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office***

**Financial and material interest**



***during incumbency, shall not own, control or manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law***

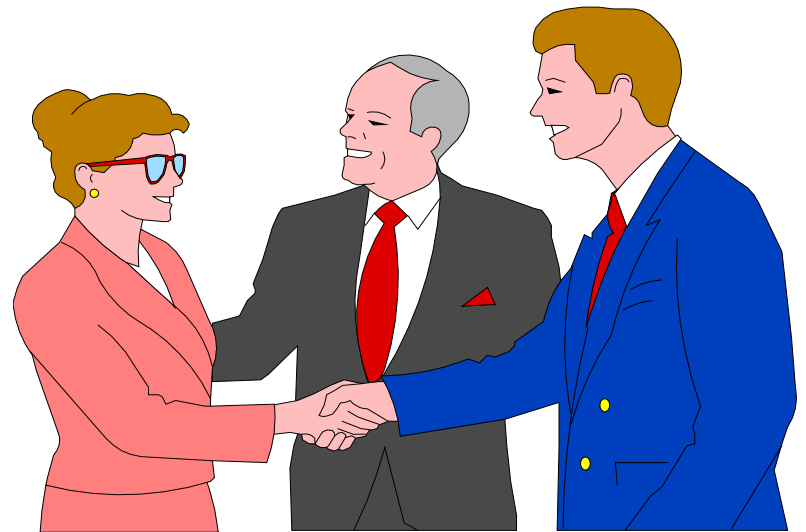
Outside employment and other activities



***shall not engage in the private practice of profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with official functions***



***shall not recommend any person to any position in a private enterprise which has a regular or pending transaction with their office***



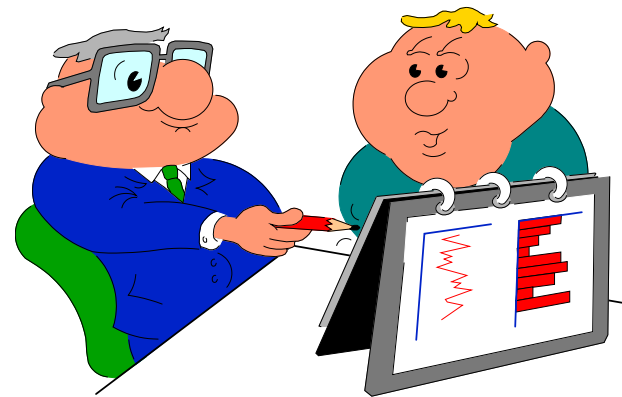


***shall not use or divulge, confidential or classified information***

***(a) to further their private interests,***

***(b) to give undue advantage to anyone***

***(c) to prejudice the public interest.***



**Disclosure and/or misuse  
of confidential information**

***shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties***

**Solicitation and  
Acceptance of Gifts**



Gifts or grant from foreign governments  
– Congress consents to acceptance by  
official/employee

(1) gift of nominal value as a souvenir or  
mark of courtesy

(2) gift in the nature of scholarship or  
fellowship grant or medical treatment

(3) travel grants or expenses for travel  
entirely outside the Philippines if  
appropriate or consistent with interest  
of Philippines

***shall not indulge in extravagant or ostentatious display of wealth in any form***



***shall not display ill or bad manners***



***shall not withhold information***



# STATEMENTS AND DISCLOSURE



STATEMENT OF ASSETS,  
LIABILITIES, NETWORTH AND  
FINANCIAL BUSINESS INTERESTS  
OF PUBLIC OFFICIALS AND  
EMPLOYEES AND THOSE OF THEIR  
SPOUSES AND UNMARRIED  
CHILDREN UNDER 18 YEARS OF  
AGE LIVING IN THEIR  
HOUSEHOLDS (SALN)





# Who must file the SALN?

All public officials and employees, whether regular, or under temporary status, except the following:

- Public officials serving in an honorary capacity, with or without credit or pay
- Temporary laborers
- Casual or temporary and contractual workers (not in the regular plantilla of the agency)



# What to declare in the SALN

- Real property, its improvements, acquisition costs, assessed value and current fair market value
- Personal property and acquisition cost
- All other assets such as investments, cash on hand or in banks, stocks, bonds, and the like
- Liabilities
- All business interests and financial connections

# When to file the SALN

- Within 30 days after assumption of office
- On or before April 30, every year thereafter; and
- Within 30 days after separation from the service

***Note: Husband and wife who are both public officials or employees may file the SALN jointly or separately.***



# Identification and Disclosure of Relatives

It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government



# PENALTIES

- I. COMMITTING ANY VIOLATION OF THE CODE
  - Fine not exceeding the equivalent of six (6) months salary; or
  - Suspension not exceeding one (1) year; or
  - Removal depending on the gravity of the offense after due notice and hearing.

## II. VIOLATIONS OF:

Section 7 - Prohibited Acts and Transactions

Section 8 - Statements and Disclosure

Section 9 – Divestment

- 1. Imprisonment not exceeding five (5) years;**
- 2. Fine not exceeding P5,000.00 or both**
- 3. And in the discretion of the court of competent jurisdiction, DISQUALIFICATION TO HOLD PUBLIC OFFICE**



THANK YOU!

