



Office Order	ADOPTION OF THE CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES	Date: 31 January 2017
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REFERENCE DOCUMENTS

Republic Act 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees

RATIONALE

This policy is being adopted in conformance with the policy of the State “to promote a high standard of ethics in public service” and to promote accountability and the discharge of duties “with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest”.

STATEMENT OF POLICY

As a government entity attached to the Office of the President of the Republic of the Philippines, it is the policy of the Academy to adopt and conform to all the norms of conduct as contained in the above Act.

As stated in Section 4 of the Act, these norms of conduct include the following:

1. **Commitment to public interest** - Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
2. **Professionalism** - Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
3. **Justness and sincerity** - Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the

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rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They 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.

4. **Political neutrality** - Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
5. **Responsiveness to the public** - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
6. **Nationalism and patriotism** - Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
7. **Commitment to democracy** - Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.
8. **Simple living** - Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

The Academy's Management shall ensure that its programs and policies are consistent with these principles, and where necessary, shall put in place specific guidelines to operationalize the principles stated in this policy.

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EFFECTIVITY

This Office Order shall take effect immediately and shall remain in force unless otherwise superseded by an appropriate policy issuance. Likewise, all previous issuances inconsistent with this shall be deemed superseded.



ANTONIO D. KALAW, JR.
President