Republic of the Philippines
PHILIPPINE POSTAL CORPORATION

PHILPOST

OFFICE OF THE CORPORATE SECRETARY

SECRETARY'S CERTIFICATE

This is to certify that during the 8th Regular Board Meeting of the Philippine Postal Corporation held on August 11, 2016, the Board of Directors adopted the following resolution, to wit:

Board Resolution No. 2016 – 100

"APPROVING THE CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE PHILIPPINE POSTAL CORPORATION (PHLPOST)."

RESOLVED, as it hereby resolves, to approve the Code of Conduct for Officials and Employees of the Philippine Postal Corporation (PHLPost), copy of which is hereto attached and made integral part of this resolution.

Issued this 4th day of October 2016 at the City of Manila, Philippines.

FLORANTE C. CRUZ
Corporate Secretary

OFFICE OF THE POSTMASTER GENERAL
RECEIVED
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PHILIPPINE POSTAL CORPORATION

2016-10-17-0105

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CODE OF CONDUCT
FOR OFFICIALS AND EMPLOYEES OF THE PHILIPPINE POSTAL CORPORATION

ARTICLE 1
Title and Coverage

Section 1. Title- This Code shall be known as the Code of Conduct for Officials and Employees of the Philippine Postal Corporation (PHLPost).

Section 2. Coverage - All officers and employees holding any office or work in PHLPost regardless of rank, position and employment status.

ARTICLE II
Declaration of Policy

Section 3. Declaration of Policy - Public Office is a Public Trust. Officials and employees are expected to act with self-restraint and civility at all times, even when confronted with rudeness and insolence" (Quiros vs. Orfila, A.M. No. P-96-1210, May 7, 1997). Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over private interest (Section 2, R.A 6713 and Article XI, Sec. 1, 1987 Constitution). They are therefore called upon to exercise courtesy, fairness and good judgment in dealing with clients and fellow employees.

ARTICLE III
Purpose and Framework of the Code

Section 4. Purpose of the Code

To set a highest standard of ethics in public service based on the time honored principle of honesty, integrity, efficiency and moral values to maintain trust and confidence of the public.

Integrity encompasses honesty, reliability and moral action. Personnel relationship with patrons and clients are based on trust. Trust embodies fairness, openness and honesty.

Section 5. Framework of the Code.

This Code is adopted in accordance with the Constitution of the Philippines, R.A. 6713, Civil Service Rules and Regulations, Rules and Regulations of the Philippine Postal Corporation, Revised Disciplinary Rules and Procedures of the Philippine Postal Corporation and Postal Manual of the Philippines.

ARTICLE IV
Office Decorum

Section 6. Intra-Office Relationship -

a. Each official and employee are expected to carry out the tasks assigned to him/her with utmost diligence, efficiency and high quality of service to the public and exercise good judgment in the performance of official duties.

b. Harmonious relationship between officer and employee and amongst the employees shall at all times be maintained while inside the office.

c. All personnel should conduct official dealings with each other under the spirit of cooperation and understanding.

d. All personnel shall maintain courtesy and respect to clients and visitors regardless of kinship, friendship, age, physical condition, social standing, religious or political differences and always uphold good public relations in the discharge of official duties.

e. Area, Department, Division and Unit heads should take proper steps toward the creation of an atmosphere conducive to good superior-subordinate relations and the improvement of the employee's morale.

f. Each employee shall at all times follow the legitimate order or instruction of his/her superior/s.

g. Area, Department, Division and Unit heads shall see to it that their actuations are tempered with justice, fairness and avoid partiality or discrimination, or any act that may create discontentment and resentment of their subordinates.

h. All personnel shall discharge their duties without thoughts of gifts, benefits or any remuneration which may influence the proper performance of official functions.

i. All personnel shall always uphold good public relations in the discharge of their official duties and conduct themselves in a manner that will enhance public respect and confidence.

j. All personnel shall observe cleanliness in language and actuations and maintain a quiet environment and a clean desk.

k. All Personnel shall ensure that deadlines in the submission of documents, targets, or requirements or compliance to orders are strictly followed (PHLPost Circular No. 14-05, January 27, 2014).

l. All personnel shall always observe Filipino cultural values and religious faith such as *galang, pagbabahala, pananagutan, balikatan, malasakit, asal, halaga, diwa, damdamin, dangal, kapwa, pakikitungo, hiya, delikadesa, awa, tiwala, may takot Dios, makatao, makabuhay* and other similar cultural values.

Section 7. Telephone Etiquette –

a. All personnel are required to answer telephone calls promptly and with courtesy.
b. Personal calls shall be limited to three (3) minutes only, otherwise, he/she shall be liable to pay the telephone calls in excess of three (3) minutes. Prolonged and/or unnecessary use of the telephone for personal calls during office hours is strictly prohibited. Personal long distance calls (domestic or foreign) is not allowed unless with prior permission from superior or head of office.
c. The maximum use of the telephone calls for official matters are encouraged to expedite action/s.

Section 8. Use of prescribed Uniform, Corporate Identification Card -

a. All personnel are required to be in their prescribed uniform as they report to office and while inside the office premises.
b. All personnel whether permanent, contractual or casual, should wear the Corporate Identification Card at all times during office hours and while inside the office premises, for identification and security purposes.
c. Newly hired employees will be issued temporary IDs and the same must be surrendered to the head of the Human Resource Management Department upon issuance of permanent IDs.

Section 9. Confidentiality of PPC Records –

All personnel shall maintain the strict confidentiality of PHLPost Records, documents, projects and other business matters. All personnel must avoid situations which would involve them in a conflict of interest.

Unless duly authorized by the Management, employees are strictly prohibited from reproducing corporate records, divulging to any person or firm, the corporate accounts, transactions and other information pertinent to the business of PHLPost.

Section 10. Care of Assets -

a. Office supplies should be used judiciously. Extravagant and unnecessary use of office supplies and equipment or using them for private purpose, or bringing them home or giving them to others even for temporary use are strictly prohibited.

b. Unnecessary or indiscriminate use of utilities such as water and electricity is prohibited. No refrigerator/freezers shall be installed within PHLPost office premises, except when allowed by the management.

c. An officer or employee is responsible for the equipment indicated in the memorandum of receipt issued to him/her. This equipment must be used with care.

d. Furniture/s provided for official and employee shall be used and cared for properly.

e. No official or employee shall use or repair PHLPost equipment or property without the direct and express permission from the concerned head of office. In case of damage/s caused by faulty and/or unauthorized use or operation of equipment or property, such damage/s shall be charged to the officer or employee concerned and shall subject him/her to disciplinary action.

f. Loss of any corporate property must be reported to management without delay. Failure to do so shall subject any employee or official who has knowledge of such loss to disciplinary action. The official or employee concerned shall be held accountable for the loss of any corporate property under his/her charge. Unserviceable office equipment should be reported immediately to Supply and Property Officer for proper disposition.

Section 11. Use of PHLPost Vehicles-

a. All PHLPost vehicles shall be utilized by official and employee for official business trip only.

   Official business trips are trips which are necessary to perform the official or employee's responsibilities and related to the operation of the Corporation such as but not limited to the following: (1) meeting with clients, prospective customers of the Corporation; (2) official appointments with officials and employees in government agencies, banks including government-owned and controlled corporation and government financial institutions; (3) seminars; (4) midnight works; and (5) other similar works.

b. Vehicles used exclusively for delivery of mails and other mail matters shall not be used for private purpose such as service in going home and in coming to office, among others. While other vehicles owned by PHLPost shall be used for office business only.

Section 12. Official Travel/Transacting Official Business Outside the Office –

a. Official and Employee are authorized to transact official business outside their office in connection with its business operation or as may be required or requested by his/her superior or as may be called for by his present duties and functions.

b. An official or employee must accomplish a travel slip if he is to go on official business. The immediate superior or authorized official shall determine the necessity of the travel and shall approve and sign the travel slip. Travel slips without signature of the immediate superior or authorized official shall be considered unofficial.

c. If the official business is to be transacted starting at the first hour of the next regular working day, the travel slip should be accomplished not later than the day prior thereto.

d. Official and Employee concerned are required to render report, verbal or written, if necessary, to his immediate superior or authorized official regarding the result of the travel.

e. Reimbursement of allowable expense incurred in connection with the travel shall be made provided that proper documents required such as receipts, if any,

certificate of appearance, or other pertinent documents duly certified by the immediate superior or by authorized official are presented to the disbursing officer.

Section 13. Trainings and Seminars-

a. The Human Resource Management Department (HRMD) in coordination with the Civil Service Commission and other government agencies shall identify certain trainings and seminars relevant to the job of officials and employees to improve their respective tasks.

b. Expenses for trainings and seminars shall be chargeable to PHLPost training funds subject to existing rules and regulations and usual accounting and auditing requirements.

c. The Action Plan or re-entry plan shall be submitted by the grantee to the HRMD within fifteen (15) days after attending the training/seminars. The Action Plan shall be used to identify, enumerate and execute those learning and apply it to his/her daily tasks. The Action Plan shall be submitted as part of the Travel Report or separate documents which include the suggested activities or projects, time frame and expected output to be duly noted by the HRMD.

d. A subsequent request by the previous grantee of trainings/seminars shall not be acted upon, until he/she has complied with all reportorial requirements.

e. Attendance to trainings/seminars without the prior approval from the Chief Executive Officer shall be the personal liability of the concerned employee especially if it was disallowed by the Commission on Audit.

Section 14. Responsibility of Head of Office

a. Fully accountable for his/her decisions and actions.

b. Responsible for the acts, conduct and/or behavior of his subordinates.

c. Responsible for upholding and enhancing the efficiency of all employees under his/her supervision, and shall immediately report in writing to proper authorities any incident of malfeasance or misfeasance or any form of wrongdoings of his/her subordinates.

d. Possess the necessary synergy and innovativeness as part of his/her active involvement in the service. Active participation and commitment are required in order to develop one's ideas and skills with the end-in-view of attaining the mission of good governance in the Postal services.

e. Ensure that all PHLPost issuances, Civil Service Rules and Regulations and laws affecting the implementation of its policies are faithfully complied with.

f. Lead by example, tempered with justice and fairness to his/her subordinates.

g. Refrain from promoting, engaging or holding in any form extravagant activities using PHLPost funds not beneficial to the best interest of the service.

h. Ensure that all reports are full, fair, true, actual and understandable and shall not distort the true and actual nature of PHLPost financial transactions.

i. Frequently discuss with his/her subordinates the importance of this Code and reinforce the importance of ethics in the performance of duties.

j. Always be ready to answer queries or concerns relating to this Code and give a complete answer to any questions if he/she can, otherwise, seek assistance from higher authorities.

Failure of official to observe any of the aforesaid responsibilities is liable for Simple Neglect of Duty prescribed under the Revised Disciplinary Rules and Procedures of the Philippine Postal Corporation.

Section 15. Proper turn-over of money or property accountabilities

Upon transfer or assignment, resignation, retirement or separation from the service, or issuance of preventive suspension by reason of administrative offense, officials and employees concerned shall turn-over properly all money, property or accountabilities under his/her custody and responsibility.

Section 16. Practice of Profession as lawyer, accountant and similar professions

Officials and employees are allowed to practice their profession provided that they are authorized by the Constitution or by law (Section 7, par. b(2) of R.A. 6713). *Provided*, That they shall secure a prior written authority from the Postmaster General before they engage in the practice of profession for a period of one (1) year

and may be renewed on a yearly basis subject to restriction provided by the Civil Service Commission Rules and Regulations. In case of conflict in time and schedule, the duties required of the position in the Corporation shall be given priority at all times (PHLPost Circular No. 13-11 dated 12 March 2013)

ARTICLE V
Offenses and Penalties

Section 17. Except when the law or existing PHLPost and Civil Service Rules and Regulations already provide a penalty for violation of any of the provisions of this Code, the offenses with corresponding penalties under this Code are classified as follows:

A. The following are punishable by Reprimand for the first offense, Suspension of fifteen (15) days to thirty (30) days for the second offense, Suspension of One (1) month and one (1) to six (6) months for the third offense and dismissal for the fourth offense.

1. Wandering or roaming around, window shopping, reading newspapers and magazine, sleeping, watching televisions or videos, playing chess or cards, or any form of loitering during office hours.

2. Failure to observe and maintain the cleanliness of office surroundings and improper handling and storing of office equipment and supplies.

3. Talking loud, making unnecessary noise and movements, wasteful conversation with co-employees or visitors, or gossiping or exchanging hot words with co-employees.

4. Utilizing office hours for peddling or vending any type of goods, wares, clothing materials, ticket and other articles/materials during office hours.

5. Habitual entertainment of visitors during office hours.

6. Interfering with or disrupting the work of other employees during office hours.

7. Wasting and personal use of office supplies.

8. Failure to wear prescribe uniform and Identification Card.

9. Indiscriminate or abusive use of telephones.

10. Smoking inside the office premises.

11. Failure to submit documents, targets or requirements or compliance on time.

12. Unauthorized practice of profession.

13. Failure to immediately report any damage or loss of office equipment by officer or employee

B. The following are punishable by Reprimand for the first offense, Suspension of One (1) Month and One (1) day to Six (6) months for the second offense and Dismissal for the third offense.

1. Spending time away from his job or leaving the place of work for personal reasons.

2. Use of disrespectful, insulting or profane/foul language within the office premises.

3. Arrogant, impolite and discourteous treatment to visitors/patrons and/or clients or making arguments with them.

4. Unfair treatment or discrimination of superior officer to subordinate employees.

5. Willful refusal to carry out legitimate instruction/order of superior.

6. Playing computer or cell phone games, use of internet not related to office during office hours.

7. Withholding of change from patrons or offering in lieu thereof goods or postage stamps.

8. Utilizing the services of janitors and janitresses for personal needs of official or employee.

9. Utilizing the services of employee for personal needs of official.

10. Bringing, consumption, or drinking of liquors or alcoholic beverages within the office premises and during office hours or reporting for work while under the influence of liquor or alcoholic beverages.

11. Using PHLPost mail van or vehicles for private purpose or lending it to private individual.

12. Personal use or wasting of office supplies.

13. Fighting or provoking fights inside the office premises.

14. Gambling or playing games of chance of any form inside the office premises.

15. Unauthorized travel or departure from office work.

16. Failure to submit Action Plan or re-entry plan after attending seminars/trainings.

Section 18. Enforcement of PHLPost Rules and Regulations

PHLPost personnel shall implement PHLPost policies, programs and activities promptly, conscientiously, effectively and efficiently to attain the mission and vision of PHLPost.

Section 19. Dissemination of this Code

It shall be the responsibility of Department Heads, Area Directors, Section Chief/Heads of every office of this Corporation to see to it that each employee or officer receive a copy of this Code of Conduct for their information, reference and guidance. It shall be the responsibility of the Manager, Human Resource Management Department to disseminate this Code of Conduct in booklet form to all employees nationwide.

Section 20. Separability Clause

In case any provision of this Code, or application thereof, is declared invalid, inoperative and/or in conflict with existing Civil Service and PHLPost Rules and Regulations, the remaining applicable provisions shall not be affected thereby.

Section 21. Repealing Clause

This Code amends and/or modifies existing PHLPost Rules and Regulations with respect to the conduct of officials and employees in the service. Issuances and/or Orders inconsistent herewith are deemed repealed and/or modified accordingly.

Section 22. Effectivity

This Code shall take effect fifteen (15) days after publication at the UP Law Center.

Manila, Philippines, _____, 2016.

Approved by:

HON. CESAR N. SARINO
Chairman

HON. JOEL L. OTARRA
OIC-Postmaster General & CEO

HON. RONALDO S. TUAZON
Member

HON. MAMA S. LALANTO, AL HAJ.
Member

HON. RENATO R. SANTICO
Member

Attested by:

FLORANTE C. CRUZ
Corporate Secretary