

**CODE OF CONDUCT AND ETHICAL STANDARDS
OF OFFICERS AND EMPLOYEES OF THE
HOME DEVELOPMENT MUTUAL FUND
(Pag-IBIG Fund)**

FOREWORD

The Code of Conduct and Ethical Standards of Officers and Employees of the Home Development Mutual Fund (Pag-IBIG Fund) is established to promote high standards of ethics among officers and employees of the Fund who shall at all times be accountable to the people for their actions and/or omissions while in government service. Towards this end, all officers and employees of the Fund shall discharge their duties and official function with utmost honesty, loyalty integrity and competency; act with patriotism and justice; lead modest lives; and uphold public interest over and above personal interest.

Pursuant to the State declared policy of treating Government-Owned-or Controlled Corporations (GOCCs) as significant tools for economic development, and the statutorily-mandated obligation of the State to ensure that the governance of GOCCs is carried out in a transparent, responsible and accountable manner and with the utmost degree of professionalism and effectiveness, under a Governing Board where workers and employers are represented pursuant to the State declared policy of Tripartism (workers, employers and government), which are competent to carry out their functions, and fully accountable to its members as their fiduciaries and always acting for their best interest, the Fund's Board of Trustees hereby adopts this Code of Conduct and Ethical Standards of the Home Development Mutual Fund (Pag-IBIG Fund).

The governing values that will steer Pag-IBIG Fund in pursuit of its vision include ***Integrity, Excellence, Professionalism,*** and ***Service.***

COVERAGE

This Code shall apply to all Trustees, Officers and Employees of Pag-IBIG Fund including those on leave and those classified as probationary or casual employees and as far as practicable, to contractual employees regardless of any stipulation on the absence of an employer-employee relationship with the Fund (e.g., Contract of Service).

HDMF ETHICAL STANDARDS

CONFLICT OF INTEREST AND DIVESTMENT

All Pag-IBIG Fund officers and employees shall not:

1. directly or indirectly have any financial or material interest in any transaction requiring the approval of their office;
2. engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions;
3. recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office;
4. 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 or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office; and
5. own, control, 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.

SOLICITATION AND ACCEPTANCE OF GIFTS

All Pag-IBIG Fund officers and employees shall not solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or juridical entity, whether from the public or private sector, at any time, on or off the work premises, where such gift is:

1. given in the course of their official duties or in connection with any transaction which may be affected by their official functions or which may be perceived as influencing their past, present and future official functions;
2. illegal or in violation of laws;
3. part of an attempt or agreement to do anything in return;
4. given to influence the actions of directors or employees; or
5. create the appearance of a conflict of interest.

Allowable Gifts- the following gifts shall be exempt from the prohibition under the *No Gift Policy*:

1. certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy, recognition, or appreciation;
2. seminar items (e.g. pens, hand-outs, etc.) or any other materials which are uniformly given to all participants in the seminar;
3. books, pamphlets, publications, data and other information or reading materials that are directly useful to the Fund in the performance of its mandates, objectives, and are given by individuals or organizations that have no pending business with the Fund as to create an actual or potential conflict of interest;
4. nominal gifts given on special occasions between and among the Fund's employees, officers and trustees;
5. scholarships or fellowship grants, travel grants or expenses for travel taking place within or outside of the Philippines (such as allowances, transportation, food and lodging) if appropriate and consistent with the interest of the government, and with prior approval by the proper authorities in accordance with applicable laws and regulations;
6. honoraria given as speaker or resource person, in his/her professional or personal capacity, in seminars when such honoraria are authorized under existing laws or rules and regulations and subject to compliance with all the requirements prescribed therein;
7. working meals or socials with clients or other stakeholders of the Fund if meals or socials are inevitable in the course of official transaction;
8. product samples of nominal value given by clients or potential clients if giving such samples are allowed under the law or part of the standard procedures mandated by law or the rules (*e.g. rules on bidding*); and
9. unsolicited gifts of nominal value provided it is not given in anticipation of or in exchange for a favor from the employee, officer or Trustee.

MISUSE AND/OR DISCLOSURE OF CONFIDENTIAL INFORMATION

Pag-IBIG Fund officers and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either to further their private interests, or give undue advantage to anyone, or to prejudice the public interest. This information includes those which are confidential, not for dissemination to the general public and not authorized to be made available to the general public pursuant to E.O. No. 2, series of 2016 (Exceptions to Right to Access to Information)¹ in relation to Republic Act No. 10173 or the Data Privacy Act of 2012.

¹ *These exceptions only apply to governmental bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all*

Officers and employees shall not reveal in any manner, except upon order of the proper court, quasi-judicial agencies, Ombudsman and the President, any information concerning the condition or business of the Fund.

PUBLIC DISCLOSURE

Pag-IBIG Fund officers and employees shall file under oath their statement of assets, liabilities and net worth (SALN) and a disclosure of business interests and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households, in the prescribed form. The following are not required to file their SALN:

- 1) those serving in honorary capacity - persons who are working in the government without service credit and without pay;
- 2) those whose position title is laborer - persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties; and
- 3) those who are casual or temporary workers - persons hired to do work outside what is considered necessary for the usual operations of the employer's business.

COMPUTER ETHICS

All users of any Pag-IBIG Fund - maintained electronic data files, software, hardware and network systems shall handle these resources in a responsible manner and shall strictly abide by the Information Security Policy, Standards, Guidelines and Procedures issued by the Fund. These resources shall be used for authorized purposes only.

All information processed through Information Technology is considered sensitive and confidential. The responsibility for the release or discussion of such data is assigned to the official custodian of the data file(s). Access to information shall be on a "need to know" basis and must be directly related to assigned duties.

Electronic mail (e-mail) and communication facilities (e.g. Internet) shall not be used for the following:

- (a) Transmission of advertisements, solicitations, promotions, destructive programs, political material, or similar non-business related materials for commercial purposes or personal gain;
- (b) Sending of fraudulent, harassing, obscene, indecent, profane, intimidating or other messages contrary to law, rules, policies or morals;

officials, officers, or employees in the Executive branch in possession of the relevant records or information.

- (c) Viewing or accessing pornographic sites, films, videos or materials;
- (d) Creating or forwarding chain letters or unsolicited e-mail messages, including “junk mail”;
- (e) Soliciting e-mail from any other e-mail address, with the intent to harass or collect replies; and
- (f) Masquerading as someone else by using their e-mail or internet address or electronic signature.

MANDATORY RANDOM DRUG TESTING

Pag-IBIG Fund shall conduct a mandatory random drug testing pursuant to Article III, Section 36 (d) of Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002) and Civil Service Commission Memorandum Circular No. 13, s. 2017 dated 19 April 2017 (Guidelines in the Mandatory Random Drug Testing for Public Officials and Employees and for Other Purposes).

A. PRE-EMPLOYMENT DRUG TESTING

Drug testing shall remain a requirement for initial entry to government service for all appointive officers and employees of the Fund. Any applicant found positive for drug use shall be denied entry to Pag-IBIG Fund, including those classified as probationary or casual employees and as far as practicable, to contractual employees regardless of any stipulation on the absence of an employer-employee relationship with the Fund (e.g., Contract of Service).

B. INITIAL AND SUBSEQUENT DRUG TESTING OF OFFICERS AND EMPLOYEES

The Fund shall conduct a mandatory, random and suspicionless drug testing of their incumbent officers and employees as a condition for retention in government service.

The frequency of subsequent random drug tests shall be prescribed by the Fund taking into consideration, among others, the number of officers and employees, nature of work being discharged, funding, and other logistics. Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years.

The Fund shall conduct the drug tests in accordance with the procedures set forth by the Dangerous Drugs Board (DDB), to include but not limited to the following:

- a. The drug test shall only be conducted by a government drug-testing laboratory or by a drug-testing laboratory duly authorized and accredited by the DOH.
- b. The randomly selected officers and employees will fill up and sign a chain of custody form issued to them.

- c. The specimen bottles must be properly labelled and taking of specimen samples for screening must be done in an area where manipulation (e.g. adding of water) is not possible.
- d. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.

A positive drug test result from the confirmatory test shall immediately be made known to the Head of Office/Chief Executive Officer, or to the person designated by the Head of Office/Agency, who shall then notify the concerned officer or employee. Said officer or employee shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. The challenge test shall be conducted, using the same specimen, by a government drug-testing laboratory or by a drug-testing laboratory duly authorized and accredited by the DOH. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory test final and the office/agency shall then take the appropriate action as provided in the succeeding section.

A positive drug test result from the challenge test is deemed final and the officer or employee shall be immediately subjected to the provisions in the succeeding Sections.

The drug test result shall be attached to the 201 file of the officer or employee. All drug test results and records must strictly be held confidential as provided for under the pertinent provisions of R.A. No. 9165.

Interventions for the treatment and rehabilitation of officers and employees who tested positive shall be undertaken pursuant to the procedures prescribed under CSC MC No. 13, s. 2017 and R.A. No. 9165. Likewise, the administrative liability prescribed under CSC MC No. 13, s. 2017 shall apply.

OTHER PROHIBITED ACTS AND OMISSIONS

The following are other prohibited acts or omission while in office:

- (a) Obtaining or using any statement filed under this Code for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public;
- (b) Unfair discrimination in rendering public service due to party affiliation or preference;
- (c) Disloyalty to the Republic of the Philippines and to the Filipino people;
- (d) Failure to act promptly act on letters and request within ten (10) days for simple requests and fifteen (15) days for complex issues from receipt, except as otherwise provided in this Code;
- (e) Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in this Code;

(f) Failure to attend to anyone who wants to avail of the services of the office, or to act promptly and expeditiously on public personal transactions;

(h) Failure to resign from his position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and or failure to divest himself of his shareholdings or interests in private business enterprise within sixty (60) days from such assumption of public office when conflict of interest arises, reckoned from the date when the conflict of interest had arisen; and

(i) Commission of acts constituting prohibited and unlawful acts in accordance with the provisions of R.A. No. 9485 or the Anti-Red Tape Act of 2007:

A. Grave Offense- Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage shall be penalized by Dismissal and perpetual disqualification from public service.

B. Light Offenses:

1. Refusal to accept application and/or request within the prescribed period or any document being submitted by client;
2. Failure to act on an application and/or request or failure to refer back to the client a request which cannot be acted upon due to lack of requirements within the prescribed period;
3. Failure to attend to clients who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break;
4. Failure to render frontline services within the prescribed period on any application and/or request without due cause;
5. Failure to give the client a written notice on the disapproval of an application or request; and
6. Imposition of additional irrelevant requirements other than those listed in the first notice.

Violation of this Code shall be endorsed to the Office of the Chief Executive Officer in his capacity as the disciplining authority under RA 9679.

Administrative proceedings for any violation of this Code are governed by the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

EFFECTIVITY AND DISSEMINATION

This Code of Conduct and Ethical Standards for Officers and Employees of the Home Development Mutual Fund shall take effect immediately upon the approval thereof by the Board of Trustees of Pag-IBIG Fund. The Human Resource Department shall ensure that the Code shall be available for all officers and employees of the Fund through the issuance and circulation of Office Memorandum and through the Fund's portal or intranet.