

CODE OF CONDUCT AND ETHICAL STANDARDS OF CITEM OFFICIALS AND EMPLOYEES

It is the declared policy of the State to promote a high standard of ethics in public service. 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 personal interest.

Consistent thereto, and pursuant to the provisions of Republic Act No. 6713 (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) together with the Civil Service Commission's Rules and Regulations Implementing the same, the Center for International Trade Expositions and Missions (CITEM), hereby adopts the following Code of Conduct and Ethical Standards for CITEM Officials and Employees.

SECTION 1. COVERAGE. This Code of Conduct and Ethics shall apply to the Board of Directors, Officers and Employees of CITEM whether appointed by the President of the Philippines, regular, permanent, or Service Providers under the Job Order.

SECTION 2. NORMS OF CONDUCT. All Board of Directors including the Chairman, officers and employees of CITEM shall observe the following as standards of personal conduct in the discharge and execution of official duties:

1. COMMITMENT TO PUBLIC INTEREST

- a. CITEM officials and employees shall always uphold the public interest over and above their personal interest.
- b. All CITEM resources must be used efficiently, effectively and economically to avoid wastage in funds and revenues.

2. PROFESSIONALISM

- a. CITEM officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.
- b. They shall render services to CITEM with utmost devotion and dedication to duty.
- c. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

3. JUSTNESS AND SINCERITY

- a. CITEM officials and employees shall remain true to the people at all times.
- b. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged.
- c. They shall at all times respect the 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.
- d. 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

- a. CITEM officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

5. RESPONSIVENESS TO THE PUBLIC

- a. CITEM officials and employees shall extend prompt, courteous, and adequate service to the public.

6. NATIONALISM AND PATRIOTISM

- a. CITEM 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 our country and people.

7. COMMITMENT TO DEMOCRACY

- a. CITEM 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.
- b. They shall at all times uphold loyalty to the CITEM as an institution above loyalty to persons.

8. SIMPLE LIVING

- a. CITEM officials and employees and their families shall lead modest lives appropriate to their positions and income.
- b. They shall not indulge in extravagant or ostentatious display of wealth in any form.

Section 3. DUTIES OF CITEM OFFICIALS AND EMPLOYEES. In the performance of their duties, all CITEM officials and employees are under obligation to:

- A. Act promptly on letters and requests. All CITEM officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters or other communications.
- B. Process documents and papers expeditiously;
- C. Act immediately on the public's personal transactions.

Section 4. SYSTEM OF INCENTIVES AND REWARDS. A system of annual incentives and rewards as contained in the CITEM's Program on Awards and Incentives for Service Excellence (CITEM-PRAISE) duly approved by the Civil Service Commission shall be strictly implemented.

SECTION 5. PROHIBITED ACTS AND TRANSACTIONS. In addition to acts and omissions of public officials and employees now prescribed in the Constitution and other existing laws, the following likewise constitute prohibited acts and transactions and are declared unlawful under R.A. No. 6713:

A. Financial and material interest

CITEM officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of CITEM.

B. Outside employment and other activities related thereto. CITEM officials and employees during their incumbency shall not:

B.1 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 CITEM unless expressly allowed by law;

B.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; or

B.3 Recommend any person to any position in a private enterprise which has a regular or pending official transaction with CITEM.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement or separation from CITEM, except in the case of (b.2) above, but the professional concerned

cannot practice his profession in connection with any matter before the CITEM, in which case the one-year prohibition shall likewise apply.

C. Disclosure and/or misuse of confidential information.

CITEM officials 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.

D. Solicitation or acceptance of gifts.

CITEM officials and employees 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 or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office, except the following which are allowed under existing laws.

D.1 The acceptance and retention by the CITEM official or employee of a gift of nominal value tendered and received as souvenir or mark of courtesy;

D.2 The acceptance by the CITEM official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

D.3 The acceptance by the CITEM official or employee of travel grants or expenses for travel taking place entirely outside the Philippines (such as allowances, transportation, food, lodging) of more than nominal value if such acceptance is appropriate or consistent with the interest of the CITEM and permitted by the CITEM Head of office:

Section 6. **STATEMENTS AND DISCLOSURE.** CITEM officials and employees shall accomplish and submit declaration under oath of their assets, liabilities, networth and financial and business interests including those of their spouses and unmarried children under 18 years of age living in their households.

Section 7. **DIVESTMENT AND CONFLICT OF INTEREST.** A CITEM official and employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the CITEM official or employee is a partner in a partnership. The requirement of divestment shall not apply to those who serve the CITEM in an honorary capacity nor to laborers and casual or temporary workers.

Section 8. **PRIVACY OF PERSONAL RECORDS OF CITEM OFFICERS AND EMPLOYEES.** Strict measures shall be implemented by the CITEM to safeguard the privacy and the confidentiality of personal records of all CITEM officers and employees.

Section 9. **HIRING AND PROMOTION.** All Appointments, hiring and promotion at CITEM shall be made only according to merit and fitness and shall consider among other things the performance, education and training, experience and outstanding accomplishments, physical characteristics and personality traits and potentials.

Section 10. **PENALTIES.** The CITEM officials and employees who shall violate any prohibited acts enumerated herein shall be punished in accordance with the penalties, rules and procedures on administrative and/or civil cases of the Civil Service Commission, or the office of the Ombudsman or the

Sandiganbayan, or the Presidential Anti-Graft Commission as the case may be or/and whenever and wherever applicable.

Section 11. Nothing in this Code of Conduct and Ethical Standards shall be construed to derogate from any law or any regulation prescribed by any appropriate body or agency of the Government, which provides for more stringent standards for public officials and employees.

Section 12. **SEPARABILITY.** If any provision of this Code or the application of such provision is declared invalid or illegal, the other provisions hereof or the application of other provisions of this Code shall not be affected by such declaration.

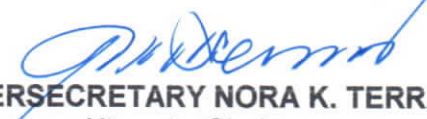
RECOMMENDING APPROVAL:


ANNA GRACE I. MARPURI
OIC, Corporate Services


MA. LOURDES D. MEDIRAN
Deputy Executive Director

APPROVED BY THE BOARD:

SECRETARY RAMON M. LOPEZ
Chairman
DEPARTMENT OF TRADE AND INDUSTRY


UNDERSECRETARY NORA K. TERRADO
Alternate Chairman
DEPARTMENT OF TRADE AND INDUSTRY

MR. EDWARD JOHN T. REYES
LAND BANK OF THE PHILIPPINES


MS. WILHELMINA C. MAÑALAC
BANGKO SENTRAL NG PILIPINAS


ATTY. JUDY CAROL L. DANSAL
NATIONAL FOOD AUTHORITY

CITEM