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PHILIPPINE PORTS AUTHORITY (PPA) CODE OF CONDUCT AND ETHICAL STANDARDS

WHEREAS, Section 1, Article XI of the 1987 Philippine Constitution provides that public office is a public trust and that 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;

WHEREAS, it is the State's policy to promote a high standard of ethics in public service and that public officials and employees shall at all times be accountable to the people 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 as embodied in Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;

WHEREAS, Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007" provides that the State shall maintain honesty and responsibility among its public officials and employees and that it shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public which shall encompass a program for the adoption of simplified procedures that will reduce red tape and expedite transaction in government;

WHEREAS, the Governance Commissions for GOCCs (GCG) issued GCG Memorandum Circular No. 2012-07 entitled the Code of Corporate Governance for GOCCs which aimed to reinforce the Code of Corporate Governance for GOCCs mandated under Section 5(c) of Republic Act. No. 10149, otherwise known as the GOCC Governance Act of 2011;

WHEREAS, guided by the foregoing Constitutional provisions state policies and relevant laws, the Philippine Ports Authority (PPA) hereby adopts this PPA Code of Conduct and Ethical Standards, hereinafter referred to as the "PPA Code of Ethics" as the PPA's set of ethical rules.

I Coverage - This "Code of Ethics" shall cover the PPA Board Chairperson, Members and all other PPA officials, and employees, whether appointed by the President of the Philippines, regular, permanent, temporary, contractual, co-terminus or casual employees, if any, including consultants (hereinafter collectively referred to as "PPA officers and employees").

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.



II Norms of Conduct - PPA adopts the norms of conduct set forth in Article XI, Section 1 of the 1987 Constitution; Chapter 7, Subtitle A, Title 1, Book V of the Revised Administrative Code of 1987, the Civil Service Law and Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

All PPA officers and employees shall observe the following as standards of personal conduct in the discharge and execution of official duties:

a. Commitment to Public Interest

Uphold the public interest over and above their personal interest.

All PPA resources must be used efficiently, effectively and economically to avoid wastage in funds and revenues.

b. Professionalism

Perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.

Render services to PPA with utmost devotion and dedication to duty.

Endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

c. Justness and Sincerity

Remain true to the people at all times.

Act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged.

Respect at all times 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.

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.

d. Political Neutrality

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



e. Responsiveness to the Public

Extend prompt, courteous, and adequate service to the public.

f. Nationalism and Patriotism

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.

g. Commitment to Democracy

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.

Uphold loyalty to the PPA as an institution above loyalty to persons.

h. Simple Living

Lead modest lives appropriate to their positions and income.

Not indulge in extravagant or ostentatious display of wealth in any form.

III Duties of PPA Officers and Employees.

Act promptly on letters and requests within fifteen (15) working days from receipt thereof with information on action taken on said letters or requests

Process and complete documents and papers within a reasonable amount of time

Act and attend to anyone who wants to avail of PPA's services, promptly and expeditiously

Make documents accessible to and readily available for inspection by the public in compliance with relevant laws, rules and regulations, e.g. Freedom of Information (Executive Order No. 2, s. 2016); Data Privacy Act of 2012 (Republic Act No. 1017)

IV Conflict of Interest

Avoid at all times any actual or potential conflict of interest with PPA. Each shall avoid any conduct, or situation, which could reasonably be construed as creating an appearance of a conflict of interest.

Any question about a Board member's or officials actual and potential conflict of interest with PPA shall be brought promptly to the attention of the Chairman of



the Board, who will review the question and determine an appropriate course of action.

V No Gift Policy (PPA A.O. 09-2014)

The policy prescribed in PPA Administrative Order No. 09-2014, entitled Adoption and Implementation of a "No Gift Policy", is hereby adopted.

a. PPA officers and employees shall not commit the following acts:

1. Solicit, directly, or indirectly, gifts and/or benefits, for themselves or for others.
2. Directly or indirectly, accept or receive any gift or benefit from any party which may influence their official actions or which might reasonably be perceived as influencing or improperly relating to past, present, or future performance of their official functions, from any of the following:
 - a. PPA suppliers and contractors, and their agents;
 - b. Port users;
 - c. Parties, counsel, and their agents; or
 - d. Parties transacting business with PPA.
3. Ask or accept any fee beyond what PPA is authorized to collect or levy under the law.
4. Ask, accept or receive gifts and /or benefits from other persons belonging to the public sector not falling within

b. The following acts, however, are allowed:

1. Accept gifts and/or benefits from their spouses, children and parents, provided that the latter is not among those enumerated in Section V. a) 2, i.e. PPA suppliers and contractors, and their agents, among others.

The gifts and/or benefits allowed in this Section shall not be given and/or accepted within the PPA office and its premises or such other places temporarily occupied by PPA or its officers and employees in the conduct of office-related functions and activities.

2. Give and/or receive tokens of nominal value appropriate to the occasion in which it is made. A gift shall be considered of nominal value depending on the circumstances of each case taking into account the salary of the official or employee, the frequency or infrequency of the giving, the expectation of reciprocal and other similar factors.



They may give and/or receive to/from their fellow officials and employees' emergency contribution/assistance of reasonable value or amount in cases of death, illness and other similar situations.

3. Receive plaques, awards, certificates, souvenirs or other tokens of appreciation or gratitude and/or benefits as appropriate to the occasion/ceremonies in which it is made provided that the same might be reasonably perceived as given with intent to influence the officials/employees in the performance of their official functions.
- c. Any individual or organization with any actual or potential business with PPA should be informed of this "No Gift Policy", the reason for the adoption of this policy, and request that such individual or organization to respect and policy. Notices of this Policy shall likewise be posted in conspicuous areas within PPA premises for the information of the walk-in clients and visitors.
 - d. All prohibited gifts left at PPA office or its premises shall be immediately returned to the giver. In circumstances where it is considered inappropriate or impractical to return the said gifts (e.g. perishable goods), the concerned official or employee shall immediately turn over the same to the Administrative Services Department (ASD) for the Head Office and the Resource Management Division (RMD) for the Port Management Offices (PMOs), which shall maintain a Record Book for gifts turned over to it, and which shall eventually, dispose of it by donation to charitable institutions, schools, libraries, museums or any appropriate institutions. Such incident shall be reported by ASD or RMD to the Office of the General Manager and Office of the Port Manager, respectively.
 - e. The prohibited shall not apply to the following:
 1. Gifts and/or benefits received by the PPA as an institution from other offices or organization, including grants and donations;
 2. Gift or cash awards given by PPA to its officials and employees during Anniversary and Christmas celebrations;
 3. Performance-based cash rewards, and similar benefits granted to PPA officers and employees by the government; and,
 4. Scholarship granted to PPA official and employees by appropriate institutions, or national or international organization.

VI Gender and Development

Promote gender sensitivity/empowerment and ensure equal rights and opportunities for both men and women in PPA in accordance with applicable laws, rules and regulations.



VII Statements and Disclosure

Accomplish and submit declaration under oath of their assets, liabilities, net-worth and financial and business interests including those of their spouses and unmarried children under 18 years of age living in their households.

VIII Privacy of Personal Records of PPA Officers and Employees

Strict measures shall be implemented by the PPA to safeguard the privacy and the confidentiality of personal records of all PPA officials and employees.

IX Hiring and Promotion

All appointments, hiring and promotion at PPA 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.

X Prohibited Acts and Transactions

In addition to acts and omissions of public officials and employees now prescribed in the 1987 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

Directly or indirectly, have any financial or material interest in any transaction requiring the approval of PPA.

b. Outside employment and other activities related thereto.

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 PPA unless expressly allowed by law;
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 transactions with PPA.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement or separation from PPA, except in the case of X b.2 above, but the professional concerned cannot practice his/her profession in connection with any matter before the PPA, in which case the one-year prohibition shall likewise apply.

c. Disclosure and/or misuse of confidential information.

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.

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:

1. The acceptance and retention by the PPA official or employee of a gift of nominal value tendered and received as souvenir or mark of courtesy;
2. The acceptance by the PPA official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
3. The acceptance by the PPA 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 PPA and permitted by the General Manager.

XI Complaints, Grievances and Violations

PPA shall handle complaints and/or grievances in accordance with its Grievance Machinery and/or Whistleblowing Policy.

Any violation by a PPA official or employee of the provisions of this Policy shall be a ground for disciplinary action in accordance with the Revised Rules on



Administrative Cases without prejudice to the filing of appropriate civil case or criminal charge, if warranted, against the erring official and/or employee.

Any violation of the provisions of this Policy involving the Board of Directors shall be acted upon in accordance with applicable laws.

XII Other Laws, Rules and Regulations

Laws, rules, and regulations of the GCG, Civil Service Commission (CSC), and other government regulatory agencies and PPA issuances relating to the public officers and employees are deemed incorporated into this Code of Ethics.

XIII Repealing Clause

All previous issuances inconsistent herewith are deemed amended or repealed accordingly.

XIV Effectivity

This Code of Ethics shall take effect upon approval by the PPA Board of Directors.

JAY DANIEL R. SANTIAGO
General Manager

