GUIDELINES ON SECURITY MATTERS FOR HOME OFFICE AND FOREIGN SERVICE PERSONNEL OF THE DEPARTMENT OF FOREIGN AFFAIRS AND ATTACHED SERVICES

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SECTION 1. Objective . — The following guidelines are hereby prescribed with the objective of safeguarding the integrity and security of our country, the Department of Foreign Affairs and attached services.

SECTION 2. Definition of Terms —

1. Contact. An individual who is not an agent but is used for intelligence information collection.

2. Co-option. The act of recruiting a government employee with diplomatic or official cover by one of the intelligence services of a government to perform specific intelligence tasks.

3. Compromise. To be placed in a situation which exposes one to be a security risk or to be disloyal to his country.

SECTION 3. Activities Which May Undermine Security — All officers or employees are enjoined to follow the rules and regulations of the Philippines and the host country to avoid situations which may undermine the national security of the Philippines.

In addition, the following activities, some of which are outrightly illegal, should be avoided at all times;

1. Immoral and vicious habits; excessive drinking, gambling, and disorderly conduct;

2. Smuggling;

3. Black-marketing of goods and currency; and other similar activities.

SECTION 4. Recognition of Weaknesses and Vulnerabilities — To avoid being in a situation which may compromise security, all officers and employees should be aware of their own weaknesses and vulnerabilities and discuss them with their superiors.

SECTION 5. Report of Contact with Local Citizens — All officers or employees shall report promptly to the security officer or head of mission all contacts with local citizens and other persons which may lead to compromising our national security.

SECTION 6. Representation through Official Channels for Violation of Law — All violations of local laws and rules by the officer or personnel concerned shall be reported to the security officer or head of mission, including minor offenses such as traffic violations or drunkenness, which could be an occasion for co-option. Accordingly and without prejudice to his diplomatic and consular immunities, any officer or employee who incurs such violation shall always course any request for relief from such violations through Embassy/Mission/Consular channels with the Foreign Ministry of the host government. In no event shall the officer or employee who incurs such violation, try to solve it through his own individual efforts.

SECTION 7. Knowledge of Local Laws, Regulations and Practices — As provided for in the Vienna Conventions

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on Diplomatic and Consular Relations, all officers and employees are enjoined to learn and respect local laws and regulations without prejudice to their diplomatic and consular immunities and privileges.

Some countries tend to over-classify security. Consequently, even such innocent looking activities such as taking pictures of bridges, railroad yards, ports, highways and even commercial airfields could get an officer or employee into trouble with local authorities. Thus, it is incumbent upon officers and employees assigned in these countries to be aware of such prohibitions. When in doubt, it would be prudent to ask permission first from local authorities.

SECTION 8. Trips Outside the Capital — In countries where there are restrictions on travel outside the capital city, all officers and employees are enjoined from travelling alone if they could help it. They shall endeavor to either travel in pairs or in the company of counterparts from other friendly embassies.

SECTION 9. Contacts with Political Groups — In line with existing regulations regarding political activities, all officers or employees in the Foreign Service should observe caution in dealing with various political groups, including opposition groups so as not to be interpreted as interfering in the internal affairs of the host country.

SECTION 10. Non-Sale of Goods Obtained through Diplomatic Privileges — There is a high premium placed on goods in some countries in view of an almost complete ban on importation. All officers or employees are cautioned not to sell any of their goods, obtained through diplomatic privileges, whether used or not, to local nationals or non-privileged persons unless expressly authorized under local laws and regulations.

SECTION 11. When an Officer or Employee is Compromised. — Any officer or employee who, by acts of indiscretion, omission or commission, incurs problems or is compromised, shall immediately report, discuss, and address the problem with the head of mission or security officer.

Any attempt at co-option by any government official or local citizen of the host country should be reported promptly to the security officer or the head of mission for appropriate action. The head of mission shall then submit a report thereon to the Secretary of Foreign Affairs.

SECTION 12. These guidelines also apply to all officers and employees in the Home Office whenever they are applicable.

All concerned are hereby enjoined to strictly observe these guidelines.

Adopted: 15 Nov. 1990

(SGD.)RAUL S. MANGLAPUS

Secretary

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