NATIONAL ADMINISTRATIVE REGISTER · NOVEMBER 26, 2013

ADOPTION OF PRA NO GIFT POLICY

PRA CIRCULAR NO. 021, November 26, 2013

Read online (full-text search, related cases, audio case brief): https://batas.org/library/c71f7254688c/

To demonstrate PRA's commitment to the highest standards of ethics and conduct as public officers and to deal impartially with all individual and/or organizations (public or private), to whom we come into contact or conduct business with, all PRA officers and employees are directed to observe and comply with the GCG Memorandum Circular No. 2012-12, series of 2012, on "No Gift Policy" of the Governance Commission for GOCC's. (See attached GCG Memorandum Circular No. 2012-12, series of 2012*).

I. NO GIFT POLICY:

The PRA, its officers and employees, shall NOT SOLICIT OR ACCEPT, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or use, anything of monetary value from a person, groups, associations, or juridical entities, whether from the public or the private sectors, at any time, on or off the work premises, 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.

II. PROHIBITIONS, but not limited to:

- Honoraria given as speaker or resource person in seminars or where the PRA office or employee is participating by reason of his/her office with the PRA.

- Sponsorship in any form of any of the internal programs, activities, and affairs of the PRA, such as Christmas parties, anniversary commemorations, etc.

- Advertisements in the publications of PRA.

- Discounts, rebates, waivers and other forms of monetary incentives or benefits given to PRA, its officers, employees, in availing of the services and/or facilities of persons or entities under the jurisdictions of the PRA.

- Acceptance of invitations to social lunches and dinners with persons or entities with direct official transactions with PRA.

III. NO GIFT POLICY EXCEPTIONS:

- The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy.

- The acceptance of seminar bags and contents, and partaking of moderately priced meals and beverages that officers and employees obtain at events, such as conferences and seminars, and which are offered equally to all members of the public attending the event.

- Acceptance of books, pamphlets, publications, and date and other information or reading materials that are directly useful to the PRA in the performance of its mandates, objectives and which books and other materials are given by individuals or organizations that have no pending business with the PRA as to create an actual or

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

potential conflict of interest.

- The acceptance by PRA Officers and employees of a scholarship or fellowship grant, travel grants or expense for travel taking place within or outside of the Philippines (such as allowances, transportation, food and lodging) or more than nominal value, if such acceptance is appropriate and consistent with the interest of the Government, and permitted by the Chairman of PRA.

- The acceptance or availment by the PRA of grants from local or foreign institutions in the pursuit of the mandates, projects and activities, such as those coming from ADB, World Bank, USAID, etc., provided that the availment thereof shall be strictly in compliance with the applicable procurement laws, rules and regulations.

- The acceptance of privileges limited to the provisions mentioned in the Accreditation Agreement and/or Contract of Retirement-related Merchant Partners, Retirement-related Accommodation Facilities, Clinics, and Marketers, as PRA Service Providers/Partners.

IV. RETURN AND ACKNOWLEDGMENT OF GIFT:

- If PRA, any of its officers or employees, receives a gift covered by this policy:

- If feasible, the gift shall immediately and politely be declined.

- If not feasible, or it is inappropriate or impractical, to return the gift, e.g., a perishable item, the gift shall be donated to an appropriate charitable or social welfare institution.

- An acknowledgement letter shall be sent to the donor informing them of the “NO GIFT POLICY” or that the gifts have been returned or donated to an appropriate charitable or social welfare institution.

- The guard on duty shall inform immediately all client/s of the “NO GIFT POLICY” of the Authority. He is not authorized to receive anything for him nor for any of the officers and staff from the clients and shall refuse outright in a diplomatic way any attempt to leave the package with him.

The Department Manager, Administrative and Finance Services shall be responsible for the dissemination and implementation of this Circular.

This Circular shall take effect after fifteen (15) days following the completion of publication in the U.P. Law Center.

(SGD) VEREDIGNO P. ATIENZA
General Manager

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.