NORMS OF BEHAVIOR FOR BUCOR OFFICIALS AND EMPLOYEES

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WHEREAS, it is the declared policy of the State to maintain honesty and integrity in the public service and to take proactive and effective measures against graft and corruption;

WHEREAS, the Constitution explicitly declares that a public office is a public trust and all 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, in the performance of their duties and responsibilities, the officials and employees of the Bureau of Corrections are mandated to take custody and rehabilitate national prisoners, any act of indiscretion or impropriety, or suspicion of indiscretion or impropriety, in their part will greatly affect the honor, dignity and effectiveness of the institution and the people's confidence in it;

WHEREAS, in addition to statutory provisions and Civil Service rules governing the ethical conduct of public officials and employees, there is a need to adopt norms of conduct that are peculiar to officials and employees in the Bureau of Corrections by reason of the special nature of their duties and responsibilities;

NOW, THEREFORE, the Bureau of Corrections hereby promulgates these;

NORMS OF BEHAVIOR FOR OFFICIALS AND EMPLOYEES OF THE BUREAU OF CORRECTIONS

RULE I. Scope
The provisions of this Title shall have common application to all officials and employees of the Bureau of Corrections (BuCor).

RULE II. Core Values
The Bureau of Corrections is committed to upholding the highest standards of honesty and integrity throughout the institution to enhance the quality and efficiency of public service. BuCor officials and employees shall accept personal restrictions and shall do so freely and willingly in particular, BuCor officials and employees shall conduct themselves in a way that is consistent with the dignity and mandate of the Bureau of Corrections, the custody and rehabilitation of national prisoners. To this end, all BuCor officials and employees shall adhere to the following core values:

- patriotism and nationalism;
- commitment to the rule of law and to public interest;
- honesty, integrity and professionalism in the performance of official functions;
- accountability and transparency in all actions in or related to office;
- impartiality and political neutrality in the performance of official functions;
- utmost dedication, diligence, responsiveness, justness and sincerity in serving the people; and
- simplicity in lifestyle.

RULE III. Fidelity to Duty
SECTION 1. BuCor officials and employees shall at ail times exhibit ioyaity to the People and commitment to the mandate of the office.

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SECTION 2. BuCor officials and employees shall not discriminate against or dispense undue favors to anyone. Neither shall they allow kinship, rank, position, affiliation or favors to influence the performance of their official acts or duties.

SECTION 3. BuCor officials and employees shall perform their duties efficiently promptly, fairly and without bias or prejudice.

SECTION 4. BuCor officials and employees shall avoid impropriety and the appearance of impropriety in all their activities.

SECTION 5. BuCor officials and employees shall not engage in conduct incompatible with the faithful discharge of their official duties.

SECTION 6. BuCor officials and employees shall at all times perform their official duties properly and diligently. They shall fully commit themselves to the duties and responsibilities of their office during working hours;

SECTION 7. BuCor officials and employees shall not discriminate or manifest by word or conduct, bias or prejudice based on race, religion, national or ethnic origin, gender, political belief or affiliation;

SECTION 8. BuCor officials and employees shall use the assets and resources of the office including funds, properties, goods and services, economically, productively, effectively and only for official activities.

SECTION 9. BuCor officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy.

RULE IV. Confidentiality -
SECTION 10. BuCor officials and employees shall not disclose any confidential information acquired by them in the course of their employment in the office. Pursuant to Section 7(c) of Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, they 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: (1) to further their private interests or give undue advantage to anyone; or (2) to prejudice the public interest; or (3) to prejudice the interest and integrity of the BuCor.

Confidential information means information not yet made available to the public relating pending cases, complaints, investigations, procurements, prison records and such other transactions with the office, including notes, drafts, research papers, internal memoranda, and similar papers thereon. As a matter of policy, only the PlO/Superintendent and/ or his duly authorized representative shall issue public statements relating to the affairs of the BuCor with the media/private parties.

The foregoing rules on confidentiality apply to all incumbent BuCor officials and employees.

SECTION 11. Duly authorized BuCor officials and employees who possess, or have knowledge of, any confidential information may grant access to confidential information only to co-employees/parties upon written request approved by the Director and or his duly authorized representative.

SECTION 12. Confidential information by reason of statute, court order, administrative policy of mutual agreement shall be disclosed only by persons duly authorized to do so and only to persons duly authorized to receive the same.

SECTION 13. BuCor officials and employees shall not disclose confidential information given by parties to a case, counsel, witness, or any other person, unless expressly authorized by proper authority.

SECTION 14. BuCor officials and employees shall not alter, falsify, conceal, destroy or mutilate any record.

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RULE V. CONFLICT OF INTEREST

SECTION 15. BuCor officials and employees shall exercise extraordinary diligence to avoid any conflict of interests in connection with their official duties and the functions of the office- In the event that conflicts of interests arise, BuCor officials and employees shall, in writing, immediately disclose the same to their immediate supervisor and terminate the same.

SECTION 16. A conflict of interest exists when:

a. the objectivity of a BuCor official or employee in performing official duties is impaired or-may reasonably appear to be impaired;
b. the personal concerns of a BuCor official or employee run counter to the objectives of the office; or
c. the official act of a BuCor official or employee results in undue personal benefit or advantage on his part or on the part of any of his relatives within the fourth civil degree by consanguinity or affinity.

SECTION 17. BuCor officials and employees shall not engage, directly or indirectly, in any of the following or similar acts:

a. enter into any contract with the Bureau of Corrections for the procurement for a cost, of supplies or services, and lease or sale of property. This provision shall extend to their relatives within the fourth civil degree by consanguinity or affinity;
b. participate in any official action involving a party with whom either he or any of his relatives within the fourth civil degree, by consanguinity or affinity, is negotiating for future employment;
c. seek additional employment or engage in any other undertaking outside the Bureau of Corrections that prejudices in any manner his performance of official functions, or undermines the interest of the office;

RULE VI. OUTSIDE EMPLOYMENT

SECTION 18. Employment in the Bureau of Corrections is a full-time occupation.

SECTION 19. BuCor officials and employees may engage in additional employment outside the Office, after securing the proper authority and subject to the following conditions:

a. the outside employment can and shall be performed outside the normal working hours;
b. the outside employment is not incompatible with the performance of the duties and responsibilities of the BuCor official or employee, or the functions of the office;
c. the outside employment does not require the private practice of his/her pro fession, except in cases of services as instructor, professor, lecturer, resource person, or notary public; and
d. the outside employment does not require or induce the BuCor official or employee to disclose confidential information acquired by reason of his/her employment in the office.

SECTION 20. BuCor Legal Officers/Lawyers may not appear as counsel except, upon securing the proper authority from the Director.

SECTION 21. BuCor officials and employees with technical expertise may practice their profession upon securing permit from the Director.

RULE VII. RELATIONS WITH THE PUBLIC

SECTION 22. BuCor officials and employees shall treat the public with utmost respect, courtesy, consideration and reason.

SECTION 23. BuCor officials and employees shall avoid engaging in activities that invite suspicion of lack of objectivity, impartiality or propriety in the performance of their official functions. They shall conduct themselves in a manner consistent with the dignity of the Corrections Service and refrain from conduct that might bring

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discredit or embarrassment to the Bureau.

SECTION 24. BuCor officials and employees shall avoid making inappropriate public comments, including statements of personal opinibns that can be construed as official.

SECTION 25. BuCor officials and employees shall commit themselves to fairness and equality. They shall take an active role in ensuring that their work environment is free of discrimination and harassment.

RULE VIII. POST EMPLOYMENT
SECTION 26. Post-employment is where a public official leaves the public sector and obtains employment in the private sector. The type of employment which may be cause for concern is that which bears a close or sensitive relationship with the person's former position as official or employee of the BuCor.

SECTION 27. To promote the highest standards of ethics in public service, former BuCor officials and employees who have joined the private sector and whose present employment bears a direct relationship with their former position as BuCor officials and employees, are strictly prohibited from meeting, transacting or dealing, directly or indirectly, with incumbent BuCor officials and employees, on any matter/case pending with the Office. In this regard, incumbent BuCor officials and employees shall observe the ethical standards prescribed by the Office in dealing with said former officials and employees.

SECTION 28. For requests for assistance, any BuCor official may extend assis to former BuCor officials and employees on official business only.

RULE IX. SUPPLETORY RULES
All provisions of law, rules and regulations governing or regulating the conduct of blic officials and employees in general shall apply as suppletory to these Rules. .

RULE X. PENALTY
Any violation of these Rules shall be a ground for disciplinary action, without prejudice to the filing of appropriate criminal charges, if warranted.

RULE XI. EFFECTIVITY
These Rules shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette and upon filing with the University of the Philippines Law Center of three (3) certified copies thereof.

Adopted: 05 March 2008

(SGD.) PDG OSCAR C. CALDERON, PNP (Ret)
Acting Director

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