



Republic of the Philippines
Department of Agriculture

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE:

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY CODE OF CONDUCT AND ETHICAL STANDARDS

WHEREAS, the 1987 Constitution of the Republic of the Philippines 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, Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" declares the policy of the State to promote a high standard of ethics in public service;

WHEREAS, Republic Act No. 9485, or the "Anti-Red Tape Act," as amended by Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act," declares the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government;

WHEREAS, Republic Act No. 10149, otherwise known as the "GOCC Governance Act of 2011" declares the policy of the State to actively exercise its ownership rights in GOCCs and to promote growth by ensuring that operations are consistent with national development policies and programs, and that towards this end, the State shall ensure, among others, that the governance of GOCCs is carried out in a transparent, responsible, and accountable manner and with the utmost degree of professionalism and effectiveness;

NOW, THEREFORE, in consideration of the foregoing state policies and pertinent laws and issuances, the Philippine Fisheries Development Authority (PFDA) hereby adopts this PFDA Code of Conduct and Ethical Standards, hereinafter referred to as the "Code":

1. This Code shall cover the members of the PFDA Board of Directors, officials and employees, whether regular, permanent, temporary, contractual, co-terminus or casual, including consultants.
2. The PFDA adopts the norms of conduct set forth in the 1987 Constitution, the Revised Administrative Code of 1987, the Civil Service Law and the Code of Conduct and Ethical Standards for Public Officials and Employees.

As such, all PFDA officers and employees shall act lawfully, ethically and in the best interests of PFDA. They shall observe the following standards of personal conduct in the discharge and execution of official duties:



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- a. **Commitment to Public Interest.** PFDA officers and employees shall always uphold the public interest over and above personal interest. All PFDA resources must be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues.
- b. **Professionalism.** PFDA officers and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles or peddlers of undue patronage.
- c. **Justness and Sincerity.** PFDA officers and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. 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. They shall not dispense or extend undue favors on account of 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.** PFDA officers and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- e. **Responsiveness to the Public.** PFDA officers and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, they shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- f. **Nationalism and Patriotism.** PFDA officers 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 country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
- g. **Commitment to Democracy.** PFDA officers 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. They shall at all times uphold the Constitution and put loyalty to the country above loyalty to persons or parties.

- h. **Simple Living.** PFDA officers and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

3. In the performance of their duties, PFDA officers and employees shall:

- a. **Act promptly on letters and requests.** All PFDA officers and employees shall, within fifteen (15) working days from receipt, thereof respond to letters and other communications with information on action taken on said letters or requests, without prejudice to the provisions of the Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;
- b. **Process documents and papers expeditiously.** Without prejudice to the provisions of Ease of Doing Business and Efficient Government Service Delivery Act of 2018, all PFDA officers and employees shall process and complete all official papers and documents within a reasonable time from the preparation thereof, and must contain, as far as practicable, not more than three (3) signatories therein.
- c. **Attend expeditiously to PFDA transactions.** All PFDA officers and employees must attend to anyone who wants to avail himself of the services of PFDA and must, at all times, act promptly and expeditiously.
- d. **Make documents accessible to and readily available for inspection by the public.** All PFDA officers and employees shall, in compliance with and without prejudice to Executive Order No. 2, s. 2016, or the "Executive Order on Freedom of Information"; Republic Act No. 10173 or the "Data Privacy Act of 2012"; and other pertinent laws and issuances, make documents accessible to and readily available for inspection by the public within reasonable working hours.
- e. **Avoid at all times any actual or potential conflict of interest with PFDA.** All PFDA officers and employees shall, at all times, avoid any conduct, or situation, which could reasonably be construed as creating an appearance of a conflict of interest.
- f. **Provide equal opportunity for employment.** All PFDA officers and employees shall likewise ensure equal rights and opportunities for both men and women in accordance with the applicable laws, rules, and regulations. Equal opportunities shall be given to all PFDA officers and employees regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances.
- g. **Comply with requirements on statements and disclosures.** All PFDA officers and employees shall accomplish and submit declarations under oath of their assets, liabilities, net worth, and financial and business interests, including those of their spouses and unmarried children under eighteen (18) years of age living in their households.

4. It is herein underscored that the following acts and/or omissions are declared unlawful under Code of Conduct and Ethical Standards for Public Officials and Employees, and all PFDA officers and employees are accordingly proscribed from:

a. **Financial and Material Interest.** Directly or indirectly having any financial or material interest in any transaction requiring the approval of PFDA;

b. **Outside Employment and Other Activities Related Thereto.**

- i. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by PFDA, unless expressly allowed by law;
- ii. Engaging 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;
- iii. Recommending any person to any position in a private enterprise which has a regular or pending transaction with PFDA.

It is understood that the above prohibitions shall continue to apply for a period of one (1) year after resignation, retirement or separation from PFDA, except in the case of 4.b.ii. above, but the professional concerned cannot practice his/her profession in connection with any matter before the PFDA, in which case the one year prohibition shall likewise apply.

c. **Disclosure and/or Misuse of Confidential Information.** Using or divulging 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 giving undue advantage to anyone, or acting to prejudice the public interest.

d. **Solicitation or Acceptance of Gifts.** Soliciting or accepting, 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 functions of their office, except the following which are allowed under existing laws:

- i. The acceptance and retention by the PFDA officer or employee of a gift of nominal value tendered and received as souvenir or mark of courtesy;
- ii. The acceptance by the PFDA officer or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- iii. The acceptance by the PFDA officer or employee of travel grants or expenses for travel taking place entirely outside the Philippines of more than nominal value if such acceptance is appropriate or consistent with the interest of PFDA and permitted by the General Manager and/or the Board of Directors, as may be applicable.

For purposes hereof, the provisions of PFDA Office Order No. 02, s. 2014 on the "Adoption of the 'No Gift Policy' in PFDA" are hereby confirmed and reiterated.

5. All appointments, hiring, and promotion at PFDA shall be made only according to merit and fitness and shall consider, among others, the performance, education and training, experience and outstanding accomplishments, physical characteristics and personality traits and potentials.
6. A system of annual incentives and rewards as contained in PFDA's Program on Awards and Incentives for Service excellence, duly approved by the Civil Service Commission, shall be strictly implemented.
7. Strict measures shall be implemented by PFDA to safeguard the privacy and the confidentiality of personal records of all PFDA officers and employees.
8. All PFDA officers and employees commit to comply with this Code and strive to earn mutual commitment from its stakeholders. All PFDA officers and employees shall emphasize the importance of conducting themselves in accordance with the standards set by this Code in their dealings with PFDA stakeholders.
9. Proper dissemination, monitoring and strictly implementation of this Code shall be observed. This Code shall likewise be communicated to newly-engaged personnel of PFDA, upon commencement of such engagement with the Agency.
10. In the interest of properly implementing and monitoring compliance with this Code, the PFDA shall ensure the active involvement of its Committee on Decorum and Investigation (CODI), which shall perform the following functions, among others:
 - a. Conduct investigations and/or other related activities involving the decorum of all PFDA officers and employees, in accordance with pertinent civil service and/or administrative laws, rules and other issuances;
 - b. Issue subpoena to compel production of documents and attendance of witnesses, and administer oaths relative to the disciplinary proceedings;
 - c. Exercise and adopt alternative modes of dispute resolution, as may be necessary;
 - d. Prepare reports and recommendations on fact-finding, preliminary investigation and other related activities conducted for consideration of the disciplining authority.

With respect to sexual harassment complaints and related violations of this Code, the PFDA-CODI shall likewise:

- a. Receive complaints on sexual harassment;
- b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
- c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
- d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

No waiver of any provisions of this Code in favor of any PFDA officer or employee shall be granted.

11. Violation by any PFDA officer or employee of the provisions of this Code shall be dealt in accordance with the pertinent civil service and/or administrative laws, rules and issuances, without prejudice to any administrative, civil or criminal liability that may arise therefrom under other special laws.
12. Procedures for reporting violation of this Code is embodied in the PFDA's policy and procedures on whistleblowing, which is incorporated herein by reference, insofar as it is not inconsistent with the provisions of this Code.
13. Nothing in this Code shall be construed to derogate from any law or any regulation prescribed by any appropriate body or agency of the Government which provides more stringent standards for public officials and employees.
14. Laws, rules, regulations and other issuances of the Governance Commission for GOCCs (GCG), Civil Service Commission (CSC), and other regulatory agencies relating to public officers and employees are deemed incorporated into this Code.
15. All previous issuances inconsistent herewith are deemed amended or repealed accordingly. If any provision of this Code or the application of such provision is declared invalid, the remaining provisions hereof or the application of other provisions of this Code shall not be affected by such declaration.
16. This Code shall take effect upon approval by the PFDA Board of Directors.