



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY

**CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE
NATIONAL HOUSING AUTHORITY**

This Code of Conduct shall apply to all personnel of the Authority (hereinafter referred to as "NHA Personnel"), regardless of their position level and appointment status.

RULE I

FIDELITY TO DUTY

Section 1. NHA Personnel shall not use their official position to secure unwarranted benefits, privileges or exemptions for themselves or for others.

Section 2. NHA Personnel shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form whatsoever.

Section 3. NHA Personnel shall not discriminate against any person by dispensing special favors to anyone. They shall not allow kinship, rank, position, creed or religion, or favors from any party to influence their official acts, duties and functions.

Section 4. NHA Personnel shall not accept any fee or remuneration other than what they receive or are entitled to in their official capacities.

Section 5. NHA Personnel shall use the Authority's resources, property and funds in their custody in an official and judicious manner, and solely in accordance with the prescribed statutory and regulatory guidelines or procedures.

Section 6. NHA Personnel shall uphold the public interest, using the government resources efficiently, effectively, honestly and economically so as not to waste public funds and revenues

RULE II

PROFESSIONALISM

Section 1. NHA Personnel shall perform their duties with the highest degree of excellence, intelligence and skill, and shall serve with utmost devotion and dedication to duty in order to avoid wrong perceptions of one's role as dispenser or peddler of undue patronage.

Section 2. NHA Personnel shall remain true to the public at all times; honest, fair and sincere; shall not discriminate, especially the poor and the underprivileged and marginalized; respect the rights of others and honest and fair in all transactions; refrain from doing acts contrary to law, good morals, good customs, public policy, order, safety and interest; shall not dispense nor extend undue favors on account of one's office or position.

Section 3. NHA Personnel shall provide service to everyone, without discrimination regardless of age, race, sex, religion, rank, position, status and affiliation.

RULE III

TRANSPARENCY OF TRANSACTION AND ACCESS TO INFORMATION

Section 1. NHA Personnel shall ensure transparency and openness in all their dealings and official transactions of their respective offices, such as but not limited to biddings, purchases, contracts and status of projects.

Section 2. NHA Personnel shall inform the public of NHA's policies, rules, procedures, programs and other public documents for purposes of information, subject however to existing rules, policies and regulations.

RULE IV

CONFLICT OF INTEREST

Section 1. NHA Personnel shall avoid conflicts of interest in performing official duties. They are required to exercise utmost diligence in disclosing and terminating the same, as they arise.

- (a) For purposes of this Code, conflict of interest exists when:
- (i) The objectivity or independent judgment of the NHA Personnel in the performance of official duties is impaired or may reasonably appear to be impaired, or;
 - (ii) Pecuniary or material benefit would be derive by the NHA Personnel, his immediate family, common-law spouse and business or financial interest by reason of his office or action.
- (b) The term "immediate family" shall include the following: (a) spouse, (b) children, (c) brother, (d) sister, (e) parent, (f) grandparent, (g) grandchildren, (h) and all other relatives within the fourth civil degree consanguinity or affinity.

Section 2. NHA Personnel and their immediate family shall not:

- (a) Ask nor receive cash, gifts, travel or other forms of material accommodations for assisting or attending to parties engaged in transactions or involved in actions or proceedings with the Authority. Neither shall he/she accept such cash, gifts and other forms of remuneration by reason of his/her office or functions.
- (b) Solicit or accept any gift, loan gratuity, discount, favor, hospitality, service or benefit under any circumstance from any person or his/her representative, who shall transact, or who has transactions with the Authority.
- (c) Use their position within the Authority for personal gain or for the benefit of others, or provide assistance or advice to others in order to give them an unfair advantage, whether for a gain or not, over other people in their dealings with the Authority.
- (c) Participate in any official action involving a party with whom the said personnel or any member of his/her immediate family is negotiating for future employment.

Section 3. Nothing under the preceding Section shall prohibit NHA Personnel from (a) accepting invitations, or attending social functions in relation to the personnel's official duties; (b) accepting a public award presented in recognition of public services; and (c) receiving a commercially reasonable loan made as part of the ordinary transaction of the lender's businesses. Provided, however that the award or loan does not pertain to a person or entity who has transactions or involved in actions or proceedings with the Authority, or from any person acting for and in behalf of said person or entity.

Section 4. The practice of profession is prohibited except on a limited basis, subject to the express permission and limited scope of authority given by the General Manager and provided that:

- a) The practice of profession does not require or induce the personnel to disclose confidential information acquired while performing official duties;
- b) The practice of profession shall not in any way be contrary to the matters affecting the operations of NHA; neither shall the practice pertain to any matter, proceeding or case pending with NHA.
- c) The practice of profession shall not in any way interfere with the responsibilities and duties of the personnel.

RULE V

PERFORMANCE OF DUTIES

Section 1. NHA Personnel shall perform their duties with excellence, efficiency and commitment. They shall observe and comply with all the goals, standards, policies and office rules of the Authority.

Section 2. NHA Personnel shall avoid impropriety or appearance of impropriety in all their activities. For purposes of this Code, impropriety is defined as actions or representations that are unbecoming of public officers and/or employees.

Section 3. NHA Personnel must conduct themselves consistent with the dignity of the Authority beyond reproach.

Section 4. NHA Personnel, like any other citizen, are entitled to freedom of expression, belief, association and assembly, but in exercising such rights, they shall always conduct themselves in such manner as to preserve the dignity of the Authority and subject to existing laws, rules and regulations.

Section 5. NHA Personnel shall during working hours properly and diligently perform their official duties. In the performance thereof, they shall act with justice, give everyone his due, and observe honesty and good faith.

Section 6. NHA personnel shall not alter, falsify, destroy or mutilate any official record within their control, or cause or allow any other person to do so.

Section 7. NHA Personnel shall not discriminate nor manifest, by word or deed, bias or prejudice on account of race, religion, status, gender and political affiliation.

Section 8. NHA Personnel shall take action to any written request or complaint within 15 days from receipt thereof.

RULE VI

DISCIPLINE

Section 1. No NHA Personnel shall be removed or suspended except for cause as provided by law and after due process.

Section 2. Complaint against any officer or personnel of the Authority under this Code shall be initiated by filing a verified complaint, or, if not verified, the complaint can be supported by evidence. This section shall also cover all administrative actions initiated against a co-employee in the Authority.

Section 3. Complaints, whether verified or not, shall be referred to the Permanent Investigating Committee for Administrative Offenses (PICAPO) for appropriate administrative proceedings. The

investigation, prosecution and disposition for any violation of this Code shall be subject to the pertinent provisions of the Civil Service rules on administrative due process, penalties and remedies.

RULE VII

RESPONSIBILITIES OF SUPERVISORS AND OTHER PERSONNEL

Section 1. Supervisors shall ensure the receipt of copy of this Code by his/her subordinates; monitor its compliance and report any violations thereof to the General Manager through the Human Resource Management Department (HRMD).

Section 2. Every Personnel shall have the duty to report to the General Manager thru the HRMD Manager any violations of this Code, or any attempted or consummated act of graft and corruption by any Personnel.

RULE VIII

INCORPORATION OF OTHER RULES

Section 1. All pertinent provisions of law, Civil Service rules, and administrative issuances governing the conduct of public officers and employees are deemed incorporated hereto by reference.

RULE IX

EFFECTIVITY

Section 1. This Code shall take effect fifteen (15) days following its issuance.

Approved, 02 July 2007

FEDERICO A. LAXA
General Manager



Office of the President
NATIONAL HOUSING AUTHORITY

03 July 2007

MEMO ADVISORY

FOR : All Area Management Team Heads
All Staff/Support Unit Heads
All Project Managers

**SUBJECT: CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE
NATIONAL HOUSING AUTHORITY**

In support of the Authority's campaign against graft and corruption by setting out standards of behavior expected from NHA personnel in pursuant to RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) dated 20 February 1989, Management approved the Code of Conduct for Officials and Employees of the National Housing Authority, for implementation and dissemination to your respective units.

For your guidance.

MA. FE G. FAUSTINO
Director, COSO and
Chairperson, NHA Integrity Development Committee (IDC)