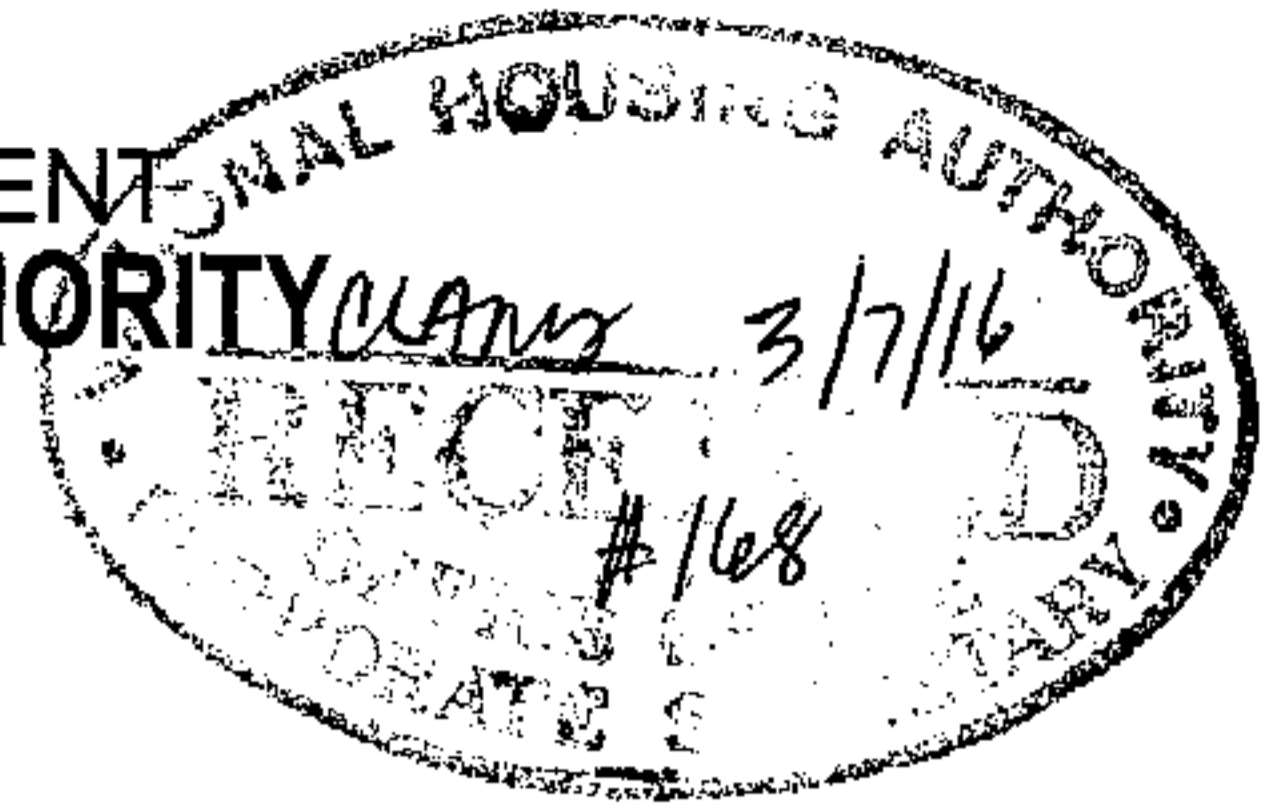




OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY



NHA-MEMORANDUM CIRCULAR NO. 2016-032

**SUBJECT: GUIDELINES ON THE WHISTLEBLOWING POLICY OF THE
NATIONAL HOUSING AUTHORITY**

Pursuant to the Code of Conduct for Officials and Employees of the National Housing Authority (NHA) dated 03 July 2007, the following guidelines on the Whistleblowing Policy of the National Housing Authority are hereby prescribed:

I. GENERAL

The Code of Conduct for Officials and Employees of the National Housing Authority (NHA), dated 03 July 2007, requires all personnel of the Authority, regardless of position level and appointment status, to observe high standards of professionalism, business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Authority and of government, they must at all times practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

II. REPORTING RESPONSIBILITY

It is the responsibility of all personnel of the Authority, regardless of their position level and appointment status, to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

III. NO RETALIATION

No NHA personnel, who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any personnel who retaliates against another who has reported a violation in good faith shall be subject to disciplinary action up to and including termination from the service subject to existing rules of the Civil Service Commission (CSC). This Whistleblower Policy is intended to encourage all and enable any personnel to raise serious concerns within the NHA prior to seeking resolution from outside and a such is in compliance with the rule on the exhaustion of administrative remedies.



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IV. REPORTING VIOLATIONS

The Code addresses the NHA's open door policy and suggests that employees share their questions, concerns, suggestions or complaints within NHA, who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the concerned employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, he/she is encouraged to speak with someone in the Human Resource and Management Department (HRMD) or anyone in management whom he/she is comfortable in approaching. Any violation shall be reported to the General Manager through the HRMD. An employee shall also have the option to report any violation directly to the General Manager. For suspected fraud, or when not satisfied or uncomfortable with following the open door policy, individuals should report violations directly to the Permanent Investigating Committee for Administrative Offenses.

V. PERMANENT INVESTIGATING COMMITTEE FOR ADMINISTRATIVE OFFENSES (PICAO)

Complaints shall be referred to the PICAO for appropriate administrative proceedings. The PICAO is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and shall advise the General Manager on the proper course of action.

VI. ACCOUNTING AND AUDITING MATTERS

The Board Audit Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The PICAO, through the Internal Audit Department (IAD), shall immediately notify the Audit Committee of any such complaint and work with the Audit Committee until the matter is resolved.

VII. ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Allegations that are not substantiated and/or are proven to have been made maliciously or knowingly to be false, will be viewed as a violation of the Code and be treated as a serious disciplinary offense.



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VIII. CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously but the same should be accompanied by documents that can verify the veracity and authenticity. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

IX. HANDLING OF REPORTED VIOLATIONS

Unless submitted anonymously, the PICA O will notify the sender and acknowledge receipt of the reported violation or suspected violation within five working days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

X. EFFECTIVITY

This Policy shall take effect fifteen (15) days following its issuance.


3/4/16
ATTY. SINFOROSO R. PAGUNSAN
General Manager

Date: 04 March 2016



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