



Republic of the Philippines
Department of Social Welfare and Development

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DEPT. OF SOCIAL WELFARE & DEV'T
IBP ROAD, CONSTITUTION HILLS, Q.C.

MEMORANDUM CIRCULAR

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LEGAL SERVICE

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SUBJECT: ENHANCED GUIDELINES ON THE CODE OF CONDUCT FOR PERSONNEL OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

I. RATIONALE

The Department of Social Welfare and Development (DSWD) is committed to promote the ideals of good governance, eradicate graft and corruption and uphold the highest ethical standards among its officials and employees. Thus, to concretize its commitment to these ideals, the DSWD hereby formulates, adopts and enforces this CODE OF CONDUCT for its personnel regardless of employment status or manner of engagement.

II. LEGAL BASIS

Article XI of the 1987 Philippine Constitution, which provides that:

"Public service 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."

Republic Act No. 6713 of 1989 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", which provides that:

"It is the policy of the State to promote a high standard of ethics in public service."

Administrative Order No. 255, series of 2009, which directs the heads of the Executive Department to lead moral renewal in their agencies.

III. DEFINITION OF TERMS

- a. **"Department"** refers to the DSWD.
- b. **"Personnel"** means the Permanent, Casual, Contractual officials and employees of the Department, including Memorandum of Agreement (MOA) and contract of Service (COS) workers, consultants, on-the-job trainees, and others.
- c. **"Public Officials"** include elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

- d. **“Gift”** refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.
- e. **“Receiving any gift”** includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.
- f. **“Family of public officials or employees”** means their spouses and children.
- g. **“Conflict of interest”** arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.
- h. **“Relatives”** refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas*, *inso* and *balae*.
- i. **“Whistleblower”** refers to an official or employee who makes protected disclosure to his/her immediate supervisor, other superior officers, and/or duly authorized representative of DSWD officials and offices external to DSWD e.g. Ombudsman, Civil Service, Media.
- j. **“Transparency”** refers to openness in transactions involving public interest, such as but not limited to financial and procurement transactions, programs, operations, and employment policies and procedures.
- k. **“Confidentiality”** refers to ensuring that any confidential information of the Department is accessible only to those authorized.

IV. NORMS OF BEHAVIOR

1. Core Values and Principles of Conduct

The DSWD is a national government agency mandated to provide assistance to its partners and intermediaries in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life as well as implement legitimate and specialized programs which are directly lodged with the Department.

Its mission is to provide social protection and promote the rights and welfare of poor, vulnerable and disadvantaged individuals, families and communities and to contribute to poverty alleviation and empowerment through SWD policies, programs, projects and services implemented with or through its partners and intermediaries.

The Department as the primary social welfare arm of the government reflects the quality of commitment of the State to care, protect and rehabilitate the

marginalized and disadvantaged sector of the population to enable them to uplift or rise above their present conditions and improve their quality of life.

Guided by the Code of Ethics for Social Workers, the Department adheres to the following:

- a. We believe in the inherent dignity and worth of all individual.
- b. We believe that every man has natural and social rights, capacities, and responsibilities to develop his full potentials as a human being.
- c. We believe that the government and the people have a mutual responsibility to uphold human rights, promote social justice, and to ensure the economic and social wellbeing of all people.
- d. We believe in free men living freely in a free society where poverty is neither a fate nor a punishment but a condition that can and must be changed.
- e. We are committed to the development of the highly fulfilled human being in an atmosphere of social equity and economic prosperity.
- f. We are committed to seek a high quality of life for all people.
- g. We bind ourselves to the following principles of conduct:
 - g.1 Everyone shall attempt to contribute his utmost to nation-building.
 - g.2 Everyone shall give vital and supreme importance to the wellbeing of those whom he helps.
 - g.3 Everyone shall accept with respect and understanding clients, colleagues, and all those who come within his area of professional activity.
 - g.4 Everyone shall engage in social action which according to his convictions will promote the best interests of the people and the country.

2. Fidelity to Duty

DSWD personnel shall, at all times, serve the public loyally, in good faith and in accordance with the provision of the Department's mandate and lawful provisions. They shall:

- a. Exhibit utmost respect to the public and a deep sense of commitment to the mandate of the Office
- b. Not discriminate against, nor dispense undue favors to, anyone. Neither shall they allow kinship, gender, gender preference, age, race, religion, rank, position, affiliation or favors to influence the performance of their official acts or duties. They shall endeavor to discourage wrong perception of the existence of nepotism and "*palakasan*" system in the government. Instead, they shall endeavor to change such negative perception by observing objectivity, impartiality and fairness in dealing with the public and co-employees.
- c. Perform their duties efficiently, courteously, honesty, promptly, fairly and without bias or prejudice.

- d. Avoid impropriety or the appearance of any impropriety in all their work related activities. They shall at all times exhibit good character, strictly observe existing rules and regulations, respect authorities and observe proper office decorum and protocol in the performance of their duties.
- e. Not engage in activities incompatible with the faithful discharge of their duties.
- f. Perform their duties properly and diligently. They shall fully commit themselves to the duties and responsibilities of their position.
- g. Not discriminate nor manifest, by word or conduct, bias or prejudices based on race, religion, national or ethnic origin, gender, gender preference, political belief or affiliation.
- h. Use the assets and resources of the office, including funds, properties, goods and services, economically, productively, effectively and only for official activities and solely for the purpose required by law.
- i. Carry out their duties and responsibilities with utmost and genuine courtesy, fairness, honesty and in compliance with law.
- j. Submit factual performance reports and other documents required by law such as Statement of Assets and Liabilities and Net Worth and Income Tax Returns and other public documents as may be required.
- k. Not remove, destroy nor conceal documents or papers officially entrusted to them.
- l. Not reveal any secret known to them by reason of their official capacity, or wrongfully deliver papers or copies of papers of which they may have charge and which should not be published.
- m. Not reveal the secrets of any private individual that shall become known to them by reason of their office.
- n. Cooperate toward the administration of public service.
- o. Not alter, falsify, conceal, destroy or mutilate office records which have come into their possession in the course of, or by reason of their employment.
- p. Act promptly on letters, requests and other correspondences and process documents and papers expeditiously.

3. Transparency

Transparency is openness in transactions involving public interest, such as but not limited to financial and procurement transactions, programs, operations, and employment policies and procedures. Transparency leads to accountability, credibility and good governance.

- a. DSWD personnel shall always exercise transparency in dealing with the public. They shall uphold the public's right to information by providing them access to reliable and timely information concerning DSWD's policies, programs, services and procedures, and other forms of public transactions. These shall be communicated to the public in clear and understandable language.

- b. DSWD personnel shall generate public participation in implementing DSWD's programs and service delivery systems and procedures. This shall be undertaken through interpersonal, mass media or information communication technology (ICT) strategies or other effective and efficient means of communication.
- c. DSWD personnel shall make available to the public, upon written request and within reasonable time, public documents except those which are considered confidential or classified information.

4. Confidentiality

- a. DSWD personnel shall not disclose any confidential information in the course of or by reason of their employment. Confidential information means information that cannot be made public, unless otherwise ordered or authorized by the Court or authorities of the Department, as the unauthorized disclosure thereof may be prejudicial to the interest of the Department, or any of its offices, bureaus or services or any particular official or employee. This may include, but is not necessarily limited to, the following:
 - a.1 Sensitive information/data on case studies and personal information of clients.
 - a.1.1 Records of administrative cases involving DSWD personnel
 - a.2 Notes
 - a.3 Draft guidelines, memoranda, letters not yet issued or circularized
 - a.4 Records of deliberations or minutes of meetings not yet finalized, signed and circulated
 - a.5 Drafts of concept papers, policy papers, project proposals, etc.
- b. DSWD personnel shall not use or divulge confidential or classified information to further their private interests or give undue advantage to anyone or to prejudice public interest.

5. Relations with Colleagues, Subordinate Employees and the Public

DSWD personnel shall observe the following in dealing with the public which includes colleagues in the government (LGUs, NGAs and legislators, etc.), colleagues within the Department, other partners (business, socio-civic groups and academe, NGOs involved in social welfare and development, foreign and multi-lateral agencies, media and the general public.

- a. Respect and protect every person's dignity and rights as provided in the Constitution.
- b. Be polite, helpful and reasonably accessible in dealing with colleagues, subordinates, co-employees and the public at all times, treating members of the public as customers who are entitled to high standards of service.
- c. Serve the public in an unbiased, impartial, proper, honest and sincere manner in order to create confidence in the public service.
- d. Recognize the public's right of access to information, except confidential information as well as information that is specifically protected by law.

- e. Provide services within the prescribed period under the Anti-Red Tape Act (ARTA).
- f. Exercise patience to explain to the public for them to understand the situation and what are the actions to be taken to achieve whatever it is he/she needs.
- g. Endorse or refer needs, queries/issues/concerns of individuals to appropriate parties in order that such matters are addressed or acted upon properly and promptly.
- h. Avoid inappropriate public comments and personal opinions that can be construed as official.
- i. Unfairly discriminate against any member of the public on account of race, gender, ethnic or social origin, sexual orientation, age, disability, religion, political persuasion, belief, culture or language or dialect.
- j. DSWD personnel shall also consider the following in dealing with DSWD clients particularly in centers and institutions:
 - j.1 Attend to the welfare and safety of clients to the extent possible.
 - j.2 Never take advantage, physically or verbally abuse, hurt, neglect and deprive clients of services, among others.
 - j.3 Never pass judgment, scold, curse, use foul language and verbally abuse clients.
 - j.4 Keep confidential the personal records, history, circumstances and other information of clients, and disclose the same only to authorized parties.
- k. Avoid all forms of abuse (verbal, emotional, psychological, etc.), favoritism, disrespect of subordinate to supervisors and vice versa.

6. Outside Employment and Private Practice of Profession

- a. As a general rule, DSWD personnel – except Consultants and personnel hired under MOA and COS – shall not accept full-time or part-time employment in another office or agency, private or public, while on full time employment with the Department. Applications for leave of absence where the purpose or reason is for employment in private or other government offices, either inside or outside the country, shall not be allowed.
- b. DSWD personnel may, however, be allowed to engage in private practice of profession on a limited basis, after securing authority from the Secretary or her duly authorized representative, subject to the following conditions:
 - b.1 The DSWD personnel, except for lawyers, must have at least one (1) year residency in the Department.
 - b.2 The DSWD personnel must have received at least very satisfactory performance for the two rating period for the year prior to the filing of the request for authority to engage in private practice of profession. Request for authority of DSWD personnel who do not have performance rating for the year prior to the request shall be disapproved outright. Renewal shall only be granted if the

disapproved outright. Renewal shall only be granted if the performance during the year covered by the authority granted has been rated at least very satisfactory;

- b.3 The request for renewal of authority shall be subject to the assessment and recommendation of the Head of the office/bureau/service or the cluster head concerned, in the case of 3rd level officials below Undersecretary.
- b.4 No government resources shall be used in furtherance of said private practice of profession.
- b.5 The private practice of profession shall not affect the performance of the duties and responsibilities of the DSWD personnel concerned. The DSWD personnel shall give priority to his/her official duties at all times.
- b.6 Activities in relation to private practice of profession shall neither conflict nor tend to conflict with the official functions nor be prejudicial to the best interest of the service. The private practice does not require or induce the concerned DSWD personnel to disclose confidential information in relation to his/her official functions in the Department.
- b.7 The practice of profession in private capacity shall be done outside office hours.
- b.8 A DSWD personnel who has been authorized to practice profession in private capacity shall attach to his/her Statement of Assets Liabilities and Net Worth (SALN) his/her income tax return including any income earned in his/her private practice of profession. If the personnel concerned did not actually earn income in the said practice of profession for whatever reason, he/she shall officially inform the Department thereon within seven (7) working days before expiration of the authority granted. Failure of the DSWD personnel to inform the Department within the prescribed period for whatever reason shall be ground for non-renewal of authority to practice profession within a period of ninety (90) days.

7. Post Employment

- a. Former DSWD personnel who resigned or transferred to another government agency, private sector office, UN Agencies and NGOs who are of good performance may be rehired subject to existing selection policies and procedures.
- b. Former DSWD personnel and their representatives shall not, within three (3) years from their separation from service with the DSWD, transact with the Department, or join any organization or institution that deals directly with their former office. Incumbent DSWD personnel shall not allow any transaction in violation of this provision. Provided, that former DSWD personnel separated from service due to optional or compulsory retirement may be engaged, for a period not exceeding five (5) days, as resource persons for trainings, seminars, and other similar activities.
- c. DSWD personnel may deal with former DSWD personnel under any of the following circumstances:

- c.1. Legal and administrative proceedings;
- c.2. Requests for DSWD assistance;
- c.3. Social events and purely chance meetings in public places;
- c.4. Other similar or analogous circumstances.
- d. DSWD personnel who are about to retire or be otherwise separated from service shall not give undue favor to any prospective employer.
- e. If, within three (3) years from separation from service with the DSWD of a former DSWD personnel, there surfaces convincing evidence of hidden wealth or other grave administrative offense regarding such former DSWD personnel, the DSWD shall initiate the proper proceedings against such former DSWD personnel.

V. POLICY ON NEPOTISM

- a. Pursuant to civil service law and rules on nepotism, no appointments in the career service shall be made in favor of a relative of the appointing or recommending authority or of the immediate supervisor of the appointee within the third degree of affinity or consanguinity. For purposes of this Code of Conduct, the same policy is adopted and shall apply in the hiring of MOA Workers considering that said workers form part of the workforce of the Department.
- b. In case of marriage between personnel of the same office, bureau or service, change of place of assignment, reassignment or transfers of at least one of the personnel concerned shall be done.

VI. CONFLICT OF INTEREST

- a. DSWD personnel shall avoid conflict of interest at all times. Conflict of interest arises when:
 - a.1 The DSWD personnel's objectivity or independence of judgment in performing his/her official duties is impaired; or
 - a.2 The DSWD personnel's immediate family, relations, interests (business or others) would derive pecuniary or material benefit because of his/her official act.
- b. DSWD personnel or his/her representative shall not engage, directly or indirectly, in any of the following or similar acts:
 - b.1 Enter into contract with the DSWD for the supply of goods, equipment, supplies and other related items, and services including lease or sale of property.
 - b.2 Participate in any official action in which either he/she or any of his immediate family or relatives within the third civil degree of consanguinity or affinity will derive pecuniary or material benefit.
 - b.3 Recommend, suggest or volunteer any person for employment to any supplier or any other person doing business with the Department.
 - b.4 Give undue advantage or preference to anyone to further his personal or private interests.

- c. DSWD personnel shall not receive tips or other remuneration for assisting or attending to parties engaged in transactions or involved in actions or proceedings with the Department.

VII. POLICY ON GIVING AND ACCEPTING GIFTS, DONATIONS AND SPONSORSHIPS

1. Gifts and other forms of material accommodation shall be presumed to have been given for the reason of a DSWD personnel's office or functions.
2. As a general policy, the DSWD discourages acceptance of gifts from clients or any person or organization it is transacting business with as this may influence past, present, or future performance of their official functions. Any offer of gifts shall be politely declined at the first instance.
3. DSWD personnel shall not directly or indirectly request any gift regardless of the amount, share or benefit for himself or for any other person in connection with any contract or transaction with the Department, wherein the official or employee in his official capacity can intervene or influence. They shall not accept or receive, directly or indirectly, any gift, donation or sponsorship regardless of amount from any of the following:
 - a. Any bidder, supplier, contractor, service provider, technical expert or any other entity including their agents with existing or completed contract/s or transactions with DSWD;
 - b. Any individual, party or organization applying for travel clearance, registration, license or accreditation and authorization;
 - c. Any individual, counsel, witness, or their agent undergoing any fact-finding or formal investigation being conducted by DSWD; and
 - d. Any person or company transacting business with DSWD.
4. DSWD personnel shall not solicit, directly or indirectly, any gift, donation in cash or in kind and sponsorship for themselves or for others, regardless of the amount unless it is in behalf of the Department for its programs or projects. They are discouraged from accepting or receiving, directly or indirectly, any gift, donation, sponsorship, regardless of the amount, where this may influence past, present, or future performance of their official functions.
5. DSWD personnel may receive tokens of gratitude (whether cash, in kind or in the form of gift certificates) as appropriate to the ceremony or occasion to which the DSWD personnel acted as a resource speaker and other similar instances outside the Department.
6. DSWD personnel may accept gifts, donations and sponsorships from individuals or organizations or their agents not covered in Section 2, provided that the gifts, donations and sponsorships were delivered or given in the workplace. The cost of any gift shall not exceed PhP 400.00 for individuals or PhP 1,200.00 for a group or organizational unit.
7. ALL gifts and donations including freebies or rebates given by suppliers to end-users on bulk procurement shall be registered in the Registry Book of Gifts to be maintained in each Office, Bureau or Service (OBS) while the national Registry of Gifts shall be maintained by the Integrity Development

Committee (IDC) Secretariat. ALL OBS shall submit to the IDC a report on gifts received per semester. Reports shall be submitted on July 1 and January 4 to the IDC Secretariat for consolidation. A semestral report shall be provided by the IDC Secretariat to the Internal Audit Service (IAS) copy furnished the Administrative Service.

8. Gifts received that exceed the nominal amount shall be returned to the provider and if this is not possible, the same shall be donated to a center or institution or if more appropriate, turned over to the Integrity Development Committee (IDC) which shall decide on the manner the item shall be used.
9. The Department can receive or accept gifts, donations or sponsorships from individuals or organizations given and delivered to centers, institutions or facilities maintained by the Department for the benefit of its clients subject to the existing guidelines on receiving and accepting donations. It is emphasized that acceptance of gifts shall be differentiated from acceptance of donations. Acceptance of donations is governed by Administrative Order No. 6, series of 2010.

VIII. POLICY ON PUBLIC DISCLOSURE AND DIVESTMENT

Article 2, Section 28 and Article 3, Section 7 of the 1987 Philippine Constitution states that:

“Subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest.”

“The right of the people to information on matters of public concern shall be recognized. Access to official records and to documents and papers pertaining to official records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data to be used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law.”

DSWD hereby adopts a policy of full disclosure of all its transactions involving public interest.

1. Every unit of the Department shall make official information available for public knowledge, scrutiny, copying or reproduction, subject to the following conditions:
 - a. The request for information shall be in writing, containing the complete name and address of the person making the request, including its purpose and signature.
 - b. To ensure the security and safety of the records, copying or reproduction shall be done within the DSWD premises.
 - c. The information acquired shall be used only for lawful purposes.
 - d. All reproduced documents shall be marked either with “Certified True Copy” or “Certified Photocopy of File Copy” and shall be signed by authorized official.
2. The following documents and papers are exempted from disclosure:

- a. Classified as “confidential” where disclosure of such documents will result to loss of dignity of the clients being catered by the Department, or will endanger the client’s condition or case.
 - b. When unauthorized disclosure thereof would constitute an undue invasion of personal privacy or may put the life of the officials and employees or their immediate families into danger.
 - c. When disclosure will deprive a person of the right to a fair or an impartial adjudication.
 - d. When disclosure will pose a danger to the security of the state.
 - e. When the Department limits the documents or papers as for “Internal Use Only”.
 - f. When non-disclosure is allowed by law.
3. The appropriate Office, Bureau or Service shall comply with the request for information within (15) working days from the receipt thereof or within a reasonable time mutually agreed upon by both the person making the request and the Office, Bureau or Service concerned.
 4. In case of denial of request in whole or in part, the head of the agency shall notify the requesting party in writing or through electronic means, within (5) five working days from receipt of the request. The notice shall clearly indicate the name, designation or position of the person making the denial and the reasons for such denial.
 5. Any official or employee or any individual who shall be employed by the Department shall disclose his/her business interests and financial connections including that of his/her spouse and children living in their household by filling up a Sworn Statement of Assets, Liabilities and Net Worth, Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service or by issuing a certification reflecting the same information as appropriate or needed.
 6. The Disclosure of Business Interests and Financial Connections shall contain information on any existing interests in, or any existing connections with any business enterprises or entities, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal adviser, business consultant, accountant, auditor and the likes and such other details that will show the nature of the interests or connections (RA 6713).
 7. Where the DSWD personnel’s business interests or financial connections give rise to a conflict of interest, he/she shall divest himself/herself of his/her shareholdings or interests within sixty (60) days from his/her assumption to public office. In cases where the conflict of interest arises when the official or employee is already in the service, the same procedure on divestment shall apply but reckoned from the date when the conflict of interest occurred (RA 6713). A declaration that his/her interests or connections have been divested shall be issued to the Department, a copy of which to be filed in his/her official records (Per 16).
 8. The Human Resource Management Officer in the Central Office and Field Offices shall record the net worth and business interests of officials and employees. The recording and analysis of said data will be over a six (6)-

year period, commencing at the start of a Presidential term. A consolidated report from the Field Offices and the Central Office shall be submitted to the Internal Audit Service by the HRMDS.

IX. POLICY ON WHISTLE-BLOWING

1. Encouraging Reporting of Malpractices, Corruption and Other Protected Disclosures.

The Department recognizes that an internal whistle-blowing and reporting policy is necessary to encourage honest and excellent public service that will deter undesirable and corrupt practices. This being the case, internal rules and standards have been formulated in order to ensure that:

- a. Disclosures are made to the proper public entity.
- b. The inappropriate publication of unsubstantiated disclosures is avoided so as not to unnecessarily damage the reputation of the subject of whistle-blowing.
- c. Proper records of disclosures are kept.
- d. All whistleblowers emanating from Central Office, Field Offices, Attached Agencies and Centers or Institutions shall be within the original jurisdiction of the DSWD Central Office.

2. Protection and Rights of Whistleblowers

- a. No administrative action shall be entertained against a whistleblower involving a protected disclosure, except when a probable cause that the motivation of the whistleblower is to harass, malign or destroy the reputation of an innocent person is established after a fact finding investigation.
- b. A whistleblower who has an obligation by way of oath, rule or practice to maintain confidentiality of information shall not be deemed to have committed a breach of such duty if he/she makes protected disclosure of such information.
- c. The protection of a whistleblower shall commence from the time the whistleblower made the protected disclosure in an investigation or testifies in a formal proceeding, if need be, or until the threat, intimidation or harassment disappears or is reduced to a manageable or tolerable level. This right may be extended to any member of the family of the whistleblower within the second civil degree of consanguinity or affinity.

3. Remedies and Administrative Sanctions

- a. DSWD personnel who violates the protection of confidentiality of a protected disclosure and of the confidentiality of proceedings shall be subjected to disciplinary actions as may be provided under relevant Department issuances, Civil Service Commission issuances, the Administrative Code of 1987, RA 6713, RA 3019 and other relevant laws, rules and regulations.

- b. DSWD personnel who undertake, cause or encourage retaliatory actions, as defined in these Rules, against a whistleblower or personnel supporting him/her, or any of his/her relatives within the fourth civil degree by consanguinity or affinity, shall be immediately subjected to administrative and criminal proceedings, and in appropriate cases, immediately placed under preventive suspension.
- c. False and misleading disclosures or statements shall be sufficient ground for the termination of benefits of whistleblowers under these Rules, including his immunity from administrative cases as well as disciplinary proceedings against the whistleblower(s) as may be appropriate.

X. ADMINISTRATIVE DISCIPLINARY PROCEDURES

No DSWD official or employee shall be removed from service, suspended, or otherwise subjected to any disciplinary sanction, except for cause and after procedural due process as provided by and in accordance with law and applicable rules and regulations.

XI. INCENTIVES, REWARDS, AND RECOGNITION

The provision of incentives, rewards and recognition has a significant impact on the performance and the development of capabilities of officials and employees of the Department. Incentive programs have been known to motivate employees to further improve their capacity and to work diligently toward the accomplishment of their plans. Rewards system also encourages creativity, innovativeness, efficiency, integrity and productivity in the public service towards the accomplishment of the Department's mandate.

This rule is written with the objectives of maintaining, retaining and recognizing government employees who work with competence, efficiency and integrity and think with dynamism and dedication for the public service.

1. The following are examples of incentives and rewards that the Department provides to its employees:
 - a. Local and foreign scholarship grants;
 - b. Attendance to conferences on official time;
 - c. Awarding of citations like trophies, plaques of appreciation or certificates;
 - d. Membership to professional organizations; and
 - e. Citations
2. In conferring the incentives, rewards, and recognition to its employees, the Department considers the following criteria, among others:
 - a. Quality and consistency of performance;
 - b. Uniqueness and exemplary quality of achievement;
 - c. Quality of Character;
 - d. Years of Service; and
 - e. Position and the salary level
3. All proposals for the provision of the rewards or incentives must be submitted to the Program on Awards and Incentive for Service Excellence (PRAISE) Committee for their review and endorsement. The PRAISE

Committee shall draft their specific guidelines in evaluating award and incentive proposals.

XII. PENALTY AND SANCTIONS

Any deviation from or violation of this Code shall be subjected to appropriate sanctions in accordance with Rule XIV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent civil service laws and rules.

XIII. EFFECTIVITY

This Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development shall take effect fifteen (15) days following its issuance and circulation, and shall supersede the DSWD CODE OF CONDUCT issued on 29 May 2009.

16 October 2012, Quezon City, Metro Manila.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit