

ADMINISTRATIVE ORDER

No. 03

Series of 2018

**SUBJECT: Amendment to DSWD MC No. 21 s. 2012
as amended by AO No. 8 s. 2016 (DSWD Code of Conduct)**

Memorandum Circular No. 21, series of 2012 as Amended by Administrative Order No. 8, series of 2016 or the Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development particularly Section IV.7.b (Norms of Behavior-Post Employment), is hereby amended to read as follows:

- b. Former DSWD personnel shall not, within one (1) year from their separation from service with the DSWD, (a) transact, whether directly or through a representative, with the department, or (b) join any organization or institution that deals directly with their former office, bureau, service or unit. 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 a resource person for trainings, seminars, and other similar activities.

For this purpose, the word “transact” shall mean an act of conducting any business or negotiation such as, but not limited to, participation in public bidding where the former DSWD personnel is among the service provider/s and other analogous cases


However, the above provision shall not prevent the hiring of former MOA/COS for the same or for other MOA/COS positions in the Department, subject to existing selection policies and procedures.

This amendment shall take effect immediately.

Issued in Quezon City, this 31st day of January 2018.

Certified True Copy:


MYRNA H. REYES


EMMANUEL A. LEYCO
OIC, DSWD

Records & Archives Mgt. Section