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:

EMMANUEL A. LEYCO
OIC, DSWD

Records & Archives Mgt. Section

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