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WHEREAS, it is declared policy of the State to maintain honesty and integrity in the public service and to take proactive and effective measures against graft and corruption;

WHEREAS, the Constitution explicitly declares that a public office is a public trust and all 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;

WHEREAS, in the performance of their duties and responsibilities, the officials and employees of the Light Rail Transit Authority serve as the protectors of the people and, thus, any act of indiscretion or impropriety, or suspicion of indiscretion or impropriety, on their part will greatly affect the honor, dignity and effectiveness of the institution and the people's confidence in it;

WHEREAS, in addition to statutory provisions and Civil Service rules governing the ethical conduct of public officials and employees, there is a need to adopt norms of conduct that are peculiar to officials and employees in the Light Rail Transit Authority by reason of the special nature of their duties and responsibilities;

NOW THEREFORE, the Light Rail Transit Authority hereby promulgates these:

### CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE LIGHT RAIL TRANSIT AUTHORITY

#### RULE 1. SCOPE

The provisions of this Title shall have common application to all officials and employees of the Light Rail Transit Authority.


#### RULE II. CORE VALUES

The Light Rail Transit Authority is committed to upholding the highest standards of honesty and integrity throughout the institution to enhance the quality and efficiency of public service. LRTA officials and employees shall accept personal restrictions that might be viewed as burdensome by the ordinary citizen and shall do so freely and willingly. In particular, LRTA officials and employees shall conduct themselves in a way that is consistent with the dignity and mandate of the Light Rail Transit Authority. To this end, all LRTA officials and employees shall adhere to the following core values:

- Patriotism and nationalism;
- Commitment to the rule of law and to public interest;
- Honesty, integrity and professionalism in the performance of official functions;
- Accountability and transparency in all actions in or related to office;
- Impartiality and political neutrality in the performance of official functions;
- Utmost dedication, diligence, responsiveness, justness and sincerity in serving the people; and
- Simplicity in lifestyle.

#### RULE III. FIDELITY TO DUTY

Section 1. LRTA officials and employees shall at all times exhibit loyalty to the people and commitment to the mandate of the Authority.

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- Section 2. LRTA officials and employees shall not discriminate against or dispense undue favors to anyone. Neither shall they allow kinship, rank, position, affiliation or favors to influence the performance of their official acts or duties.
- Section 3. LRTA officials and employees shall perform their duties efficiently, promptly, fairly and without bias or prejudice.
- Section 4. LRTA officials and employees shall avoid impropriety and the appearance of impropriety in all of their activities.
- Section 5. LRTA officials and employees shall not engage in conduct incompatible with the faithful discharge of their official duties.
- Section 6. LRTA officials and employees shall at all times perform official duties properly and diligently. They shall fully commit themselves to the duties and responsibilities of their office during working hours.
- Section 7. LRTA officials and employees shall not discriminate or manifest, by word or conduct, bias or prejudice based on race, religion, national or ethnic origin, gender, political belief or affiliation.
- Section 8. LRTA officials and employees shall use the assets and resources of the Authority, including funds, properties, goods and services, economically, productively, effectively and only for official activities.
- Section 9. LRTA officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy.


#### RULE IV. CONFIDENTIALITY

- Section 1. LRTA officials and employees shall not disclose any confidential information acquired by them in the course of their employment in the Authority. Pursuant to section 7(c) of Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standard for Public Officials and Employees, they shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either: (1) to further their private interests or give undue advantage to anyone; or (2) to prejudice the public interest.

Confidential information means information not yet made available to the public relating to pending cases, complaints, investigations, procurements, and such other transaction with the Authority, including notes, drafts, research papers, internal memoranda, and similar papers thereon.

The foregoing rules on confidentiality applies to all incumbent LRTA officials and employees and those who have resigned or retired from the service or have been separated thereto.

- Section 2. Duly authorized LRTA officials and employees who possess, or have knowledge of any confidential information may grant access to confidential information only to co – employees duly authorized for the purpose and on a need – to – know basis.
- Section 3. Confidential information by reason of statute, court order administrative policy or mutual agreement shall be disclosed only by persons duly authorized to do so and only to persons duly authorized to receive the same.
- Section 4. LRTA officials and employees shall not disclose confidential information given by parties to a case, counsel, witness, or any other person, unless expressly authorized by proper authority.
- Section 5. Former LRTA officials and employees shall not disclose confidential information acquired by them during their employment in the Light Rail Transit Authority in instances where disclosure

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by current / incumbent LRTA officials and employees of the same information will constitute a breach of confidentiality.

Section 6. LRTA officials and employees shall not alter, falsify, conceal, destroy or mutilate any record.

#### RULE V. CONFLICT OF INTERESTS

Section 1. LRTA officials and employees shall exercise extraordinary diligence to avoid any conflict of interests in connection with their official duties and the functions of the Authority. In the event that conflicts of interest arise, LRTA officials and employees shall, in writing, immediately disclose the same to their immediate supervisor and terminate the same.

Section 2. A conflict of interest exists when:

- (a) the objectivity of an LRTA official and employee in performing official duties is impaired or may reasonably appear to be impaired;
- (b) the personal concerns of an LRTA official and employee run counter to the objectives of the Authority; or
- (c) the official act of an LRTA official or employee results in undue personal benefit or advantage on his part or on the part of any of his relatives within the fourth civil degree by consanguinity or affinity.

Section 3. LRTA officials and employees shall not engage, directly or indirectly, in any of the following or similar acts:


- (a) enter into any contract with the Light Rail Transit Authority for the procurement for a cost, of supplies or services, and lease or sale of property. This prohibition shall extend to their relatives within the fourth degree, by consanguinity or affinity;
- (b) participate in any official action involving a party with whom either he or any of his relatives within the fourth civil degree, by consanguinity or affinity, is negotiating for future employment;
- (c) seek additional employment or engage in any other undertaking outside the Light Rail Transit Authority that prejudices in any manner his performance of official functions, or undermines the interest of the Authority;
- (d) recommend for employment in the Light Rail Transit Authority any of his relatives within the fourth civil degree, by consanguinity or affinity, except to confidential positions in the Authority;
- (e) recommend any person for employment in any government agency;
- (f) recommend any person for employment to any litigant or counsel, or their agents, in any case or complaint before the Light Rail Transit Authority, or to any supplier, or any other person doing business with the Authority; or
- (g) recommend private attorneys to litigants, or prospective litigants, in any case or complaint filed with or originating from the Light Rail Transit Authority, or to anyone dealing with the Authority.

#### RULE VI. OUTSIDE EMPLOYMENT

Section 1. Employment in the Light Rail Transit Authority is a full-time occupation and shall constitute the primary employment of its officials and employees.

Section 2. LRTA officials and employees may engage in additional employment outside the Authority, after securing the proper authority and subject to the following conditions:

- (a) the outside employment can and shall be performed outside the normal working hours;
- (b) the outside employment is not incompatible with the performance of the duties and responsibilities of the LRTA official or employee, or the functions of the Authority;

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- (c) the outside employment does not require the private practice of his profession, except in cases of services as instructor, professor, lecturer, resource person, or notary public; and
- (d) the outside employment does not require or induce the LRTA official or employee to disclose confidential information acquired by reason of his employment in the Authority.

Section 3. LRTA officials and employees may not appear as counsel except, upon securing the proper authority from the Administrator or his duly designated representative, in cases involving their own selves or their relatives within the fourth civil degree either by consanguinity or affinity, regardless of whether the case is work related or otherwise.

#### RULE VII. RELATIONS WITH THE PUBLIC

Section 1. LRTA officials and employees shall treat the public with utmost respect, courtesy, consideration and reason.

Section 2. LRTA officials and employees shall avoid engaging in activities that invite suspicion of lack of objectivity, impartiality or propriety in the performance of their official functions. They shall conduct themselves in a manner consistent with the dignity of the Authority and refrain from conduct that might bring discredit or embarrassment to the Authority.

Section 3. LRTA officials and employees shall avoid making inappropriate public comments, including statements of personal opinions that can be construed as official.

Section 4. LRTA officials and employees shall commit themselves to fairness and equality. They shall take an active role in ensuring that their work environment is free of discrimination and harassment.


#### RULE VIII. POST EMPLOYMENT

Section 1. Post-Employment is where a public official leaves the public sector and obtains employment in the private sector. The type of employment which may be cause for concern is that which bears a close or sensitive relationship with the person's former position as public official or more particularly, as an official or employee of the Light Rail Transit Authority.

Section 2. To promote the highest standards of ethics in public service, former LRTA officials and employees who have joined the private sector and whose present employment bears a direct relationship with their former position as such LRTA officials and employees, are strictly prohibited from meeting, transacting or dealing, directly or indirectly, with incumbent LRTA officials and employees, on any official business or matter pending with the Authority. In this regard, incumbent LRTA officials and employees shall observe the ethical standards prescribed by the Authority in dealing with the said former officials and employees.

Section 3. The same ethical standards as that stated under Section 2 of this rule applies to former LRTA officials and employees who have joined other government offices: provided, however, that subject LRTA officials and employees who are involved in the investigation, adjudication and prosecution of corruption-related cases and who as such, are coordinating and interacting with this Authority in the investigation, adjudication and prosecution of said cases (e.g., Office of the Solicitor General, Department of Justice), shall be exempted from the foregoing prohibition.

Section 4. During official proceedings, trials, clarificatory hearings of cases under preliminary investigation or administrative adjudication, and in cases pending before the Sandiganbayan, former LRTA officials and employees may be allowed to interact with incumbent LRTA officials and employees but only in a manner consistent with, or necessary in, the conduct of the said proceedings.

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**RULE IX. ADMINISTRATIVE FACT FINDING COMMITTEE (AFFC)**

Section 1. The AFFC shall serve as the channel for complaints against LRTA officials and employees.

Section 2. The rules and guidelines under Office Order No. 174, series of 2004, dated 08 November 2004, on the creation of the AFFC, its composition, functions, duties and responsibilities and the procedures in handling complaints shall be observed in the investigation of complaints filed against LRTA officials and employees.

**RULE X. SUPPLEMENTARY RULES**

All provisions of law, rules and regulations governing or regulating the conduct of public officials and employees in general shall apply suppletorily to these Rules.

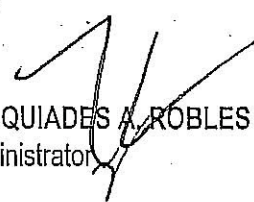
**RULES XI. PENALTY**

Any violation of these Rules shall be a ground of disciplinary action, without prejudice to the filing of appropriate criminal charges, if warranted.

**RULE XII. EFFECTIVITY**

These Rules shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette and upon filing with the University of the Philippines Law Center of three (3) certified copies thereof.

**JUL 17 2009** 2009.

  
**MELQUIADES A. ROBLES**  
 Administrator

*Three certified copies of these Rules were filed with the University of the Philippines Law Center on December 10, 2009.*