



**PHILIPPINE DEPOSIT INSURANCE  
CORPORATION**

**NO GIFT POLICY**

## **1.0. Declaration of Policy**

As public servants, PDIC Directors, officers and employees adhere to the principle that public office is a public trust and promote a high standard of ethics in public service. The Corporation requires that all Directors, officers, and employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in the performance of their duties and functions, without expectation of any undue favor or reward.

## **2.0. Legal Basis**

This Gift Policy is issued pursuant to the following:

- 2.1. Section 27, Article II of the 1987 Constitution states that: "The State shall maintain honesty and integrity in the public service and take positive and effective measures against graft and corruption."
- 2.2. Sec. 1, Article XI of the 1987 Constitution states that: "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 lead modest lives."
- 2.3. Republic Act No. 3019, Anti-Graft and Corrupt Practices Act provides that: "It is the policy of the Philippine Government, in line with the principle that a public office is a public trust, to repress certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto."
- 2.4. Republic Act No, 6713, Code of Ethical Standards for Public Officials and Employees provides that: "It is the policy of the State to promote a high standard of ethics in public service." And
- 2.5. Section 29, Code of Corporate Governance for Government Owned and Controlled Corporations states that: "Every Governing Board shall formally adopt a "No Gift Policy" within the GOCC and ensure its full advertisement to the community and its strict implementation by particular set of rules."

## **3.0. Scope**

This Policy shall apply to the Board of Directors, officers, and employees, including contractual employees and consultants of the Corporation.

## **4.0. Responsibility**

### 4.1. EMPLOYEES AND OFFICERS

- 4.1.1. Read, understand and follow the standards and procedures on “No Gift Policy”.

### 4.2. MANAGEMENT AND BOARD OF DIRECTORS

- 4.2.1. Ensure that all employees follow the policies and procedures on “No Gift Policy”; and
- 4.2.2. Read, understand and follow the standards and procedures on “No Gift Policy”.

## **5.0. Prohibition on Solicitation and Acceptance of Gifts**

- 5.1. The Corporation, Board of Directors its officers and employees, shall not solicit, accept or use, directly or indirectly any gifts such as gratuity, favor, loan, hospitality and/or entertainment, or anything of monetary value from a person, groups, associations or juridical entities, whether from the public or the private sectors, at any time, on or off the work premises, in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.
- 5.2. The prohibition shall include, but not limited to:
  - 5.2.1. Honoraria, regardless of amount given as speaker or resource person in seminars or where the Corporation's officer or employee is participating by reason of his/her office with the Corporation;
  - 5.2.2. Sponsorship in any form of any of the internal programs, activities, and affairs of the Corporation, such as Christmas parties, anniversary, commemorations, and other similar events;
  - 5.2.3. Advertisements in the publications of the Corporation;
  - 5.2.4. Discounts, rebates, waivers and other forms of monetary incentives or benefits given to the members of the Board of Directors, officers and employees of the Corporation, in availing of the services and/or facilities of persons or entities under the jurisdiction of the Corporation not generally available and offered equally to the public;
  - 5.2.5. Gifts which would be illegal or in violation of law;

- 5.2.6. Gifts which is part of an attempt or agreement to do anything in return;
- 5.2.7. Gift which is being made to influence the member of the Board's, or officer's actions as such; and
- 5.2.8. Gift which could create the appearance of a conflict of interest.

#### **6.0. Exceptions to the Prohibition on Acceptance and Giving of Gifts**

Exempted from this Prohibition are the following:

- 6.1. Gifts that may be given among members of Inter-Agencies or Offices to which the Corporation belongs, in the customary and normal course of business, as may be determined and approved by the President of the Corporation;
- 6.2. Gifts or tokens offered or given as symbol of kinship or partnership during gatherings or conferences to which the Corporation is a participant, host or sponsor;
- 6.3. Gifts given to the members of the Board of Directors, officers and employees with estimated value of not more than P2,000;
- 6.4. The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy;
- 6.5. The acceptance of seminar bags and contents, and partaking of moderately priced meals and beverages that Board of Directors, officers and employees obtain at events, such as conferences and seminars, and which are offered equally to all members of the public attending the event;
- 6.6. Acceptance of books, pamphlets, publications, and data and other information or reading materials that are directly useful to the Corporation in the performance of its mandates, objectives, which books and other materials are given by individuals or organizations that have no pending business with the Corporation as to create an actual or potential conflict of interest;
- 6.7. The acceptance by the members of the Board of Directors, officers and employees of a scholarship or fellowship grant, travel grants or expense for travel taking place within or outside of the Philippines (such as allowances, transportation, food and lodging) of more than nominal value, if such acceptance is appropriate and consistent with the interests of the Government, and permitted by the Board of Directors; and

- 6.8. The acceptance or availment by the Corporation of grants from local or foreign institutions in the pursuit of the mandates, projects and activities, such as those coming from ADB, World Bank and USAID, provided that the availment thereof shall be strictly in compliance with applicable procurement laws, rules and regulations.

## **7.0. Public Information**

- 7.1. The Board of Directors, officers and employees of the Corporation to whom a gift is offered are required to inform the individual or organization with any actual or potential business with the Corporation of this "No Gift Policy", the reasons why the Corporation adopted this Policy and request such individual or organization to respect the Policy.
- 7.2. Corresponding Notices informing the clients and visitors of this "No Gift Policy" shall be posted within the premises and website of the Corporation.

## **8.0 Return and Acknowledgment of Gift**

If any of the members of the Board of Directors, officers or employees receive a gift covered by the prohibition under this "No Gift Policy", such gift shall immediately and politely be declined. An acknowledgment letter shall be sent to the donor informing him/her of the "No Gift Policy" and that the gift has been returned.

## **9.0. Penalties**

This Policy shall serve as a supplement to existing laws, rules or regulations covering gift-giving and receiving. Any violation of this Policy shall be subject to administrative sanctions under Civil Service Law and Rules, and other applicable laws, rules and regulations.

## **10.0. Effectivity**

This Policy shall become effective upon approval of the PDIC Board of Directors, subject to regulatory approval.

## **11.0. Repealing Clause**

All existing guidelines, orders, policies and other issuances, which are inconsistent with any provision of this Policy shall be deemed superseded.