

[LTO, December 29, 2005]

**CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE
LAND TRANSPORTATION OFFICE (LTO)**

WHEREAS, the Constitution 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, loyalty and efficiency, act with patriotism and justice, and lead modest lives.

WHEREAS, while there are statutory provisions and Civil Service rules governing the ethical conduct of government officials and employees, there is a need to adopt norms of conduct that are specific to the personnel of the Land Transportation Office (LTO) in view of the special nature of their duties and responsibilities.

NOW, THEREFORE, the LTO hereby promulgates this

Code of Conduct for Officials and Employees of the Land Transportation Office

Article I
Coverage

SECTION 1. This Code of Conduct for Officials and Employees of the LTO shall apply to all personnel of the agency, permanent, temporary, casual, co-terminus and contractual, including but not limited to the Assistant Secretary, Executive Director, Regional Directors, Assistant Regional Directors and Service Directors.

Article II
Fidelity to Duty

SECTION 1. LTO officials and employees shall not use their official position to secure unwarranted benefits, privileges or exemptions for themselves or for others.

SECTION 2. LTO officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

SECTION 3. LTO officials and employees shall not discriminate by giving special favors to anyone. They shall not engage in nepotism nor allow kinship, rank, position, creed or religion, or favor from any party to influence their official acts, duties and functions.

SECTION 4. LTO officials and employees shall not accept any remuneration other than what they are entitled to in their official capacity.

SECTION 5. LTO officials and employees shall refrain from having any pecuniary interest directly or indirectly with any insurance company (specifically on acquisition of mandatory Third Party Liability Insurance for motor vehicle registration). Private

Emission Testing Centers, Drug Testing Centers and other similar private service providers.

SECTION 6. LTO officials and employees shall not accept or process any transaction with incomplete or insufficient mandatory supporting requirements.

SECTION 7. LTO officials and employees shall use office properties and funds in their custody in an official and judicious manner and solely in accordance with the prescribed statutory and regulatory guidelines or procedures.

SECTION 8. LTO officials and employees shall in no case engage in fixing activities, otherwise they shall be considered as fixer-employees. For purposes of this Code, a fixer-employee is a person who, for a consideration other than his usual salary, performs outside of his official function the following acts in behalf of an individual, organization/association, partnership, corporation or any other entity:

- a. Registration of Motor Vehicles
- b. Issuance of Driver's License and Conductor's
- c. Apprehension and Adjudication of Traffic violations
- d. Accreditation of MAIDs (Manufacturers, Assemblers, Importers and Dealers), Driving Schools, Driving Instructors and Physicians
- e. Authorization of PETCs (Private Emission Testing Centers)
- f. Any similar transaction involving other private service providers

SECTION 9. LTO officials and employees shall not engage in any unauthorized fundraising and solicitation activities nor organize foundations and private institutions to be used as front to circumvent the law that prohibits engaging in activities involving personal gain or conflict of interest.

SECTION 10. LTO officials and employees shall not solicit directly or indirectly gifts and/or benefits for themselves or for others which may influence their official functions or which might be reasonably perceived as influencing or improperly relating to the performance of their official functions.

Article III

Transparency of Transactions

SECTION 1. It is the collective responsibility of the Sectoral Head, regional directors, assistant regional directors, agency heads and other employees concerned to ensure that procurement of supplies, equipment, infrastructure projects and other related activities are in line with the ISO 9001:2000 quality management system and in accordance with the provisions of RA No. 9184, otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations and other related issuances.

SECTION 2. It is the responsibility of the heads of the LTO field offices to display or post in conspicuous and strategic areas of their respective workplaces the required flow of prescribed procedures and the required documents, fees and charges for each transaction for public information.

SECTION 3. It is the responsibility of the regional directors, assistant regional directors, agency heads and other personnel concerned to establish information systems and networks that will effect the widest possible dissemination of information regarding the policies, rules and regulations, other programs and projects of the office.