

[PRA CIRCULAR NO. 021, November 26, 2013]

ADOPTION OF PRA NO GIFT POLICY

To demonstrate PRA's commitment to the highest standards of ethics and conduct as public officers and to deal impartially with all individual and/or organizations (public or private), to whom we come into contact or conduct business with, all PRA officers and employees are directed to observe and comply with the GCG Memorandum Circular No. 2012-12, series of 2012, on "**No Gift Policy**" of the **Governance Commission for GOCC's**. (See attached GCG Memorandum Circular No. 2012-12, series of 2012*).

I. NO GIFT POLICY:

The PRA, its officers and employees, shall NOT **SOLICIT OR ACCEPT**, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or use, 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.

II. PROHIBITIONS, but not limited to:

1. Honoraria given as speaker or resource person in seminars or where the PRA office or employee is participating by reason of his/her office with the PRA.
2. Sponsorship in any form of any of the internal programs, activities, and affairs of the PRA, such as Christmas parties, anniversary commemorations, etc.
3. Advertisements in the publications of PRA.
4. Discounts, rebates, waivers and other forms of monetary incentives or benefits given to PRA, its officers, employees, in availing of the services and/or facilities of persons or entities under the jurisdictions of the PRA.
5. Acceptance of invitations to social lunches and dinners with persons or entities with direct official transactions with PRA.

III. NO GIFT POLICY **EXCEPTIONS**:

1. The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy.
2. The acceptance of seminar bags and contents, and partaking of moderately priced meals and beverages that 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.
3. Acceptance of books, pamphlets, publications, and date and other information or reading materials that are directly useful to the PRA in the performance of its mandates, objectives and which books and other materials are given by individuals or organizations that have no pending business with the PRA as to create an actual or potential conflict of interest.