

[NAPOLCOM RESOLUTION NO. 2010-320, October 01, 2010]

ADOPTING THE NATIONAL POLICE COMMISSION (NAPOLCOM) CODE OF CONDUCT

WHEREAS, Section 14 of Republic Act No. 6975, as amended, provides that the NAPOLCOM shall exercise administrative control and operational supervision over the Philippine National Police (PNP);

WHEREAS, Administrative Order No. 255 directed all heads of the executive department to lead moral renewal in their respective agencies through the formulation, promulgation and adoption of an agency specific Code of Conduct;

WHEREAS, in compliance with the aforementioned administrative order the NAPOLCOM Code of Conduct is crafted aimed at promoting ethical behavior, professionalism and standards of excellence among its officials and employees; foster responsible stewardship and judicious utilization of funds and logistics and ensuring effective and responsive systems and procedures that will uphold accountability and transparency;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVES, that the Commission hereby approves and adopts the NAPOLCOM Code of Conduct for implementation and observance of all Officials and Employees in the performance of their functions as public servants.

BE IT RESOLVED FURTHER, that the following shall be formulated for implementation:

a. An Information-Education-Communication Plan by the Personnel and Administrative Service (PAS) and the Planning and Research Service (PRS) to ensure widest dissemination to and high level of awareness of NAPOLCOM personnel on the provisions of this Code.

b. A Monitoring System by the PAS to ensure compliance with the Code, to start two (2) months after its official adoption and launching. Thereafter, monthly compliance monitoring reports shall be submitted by heads of staff services, regional offices and separate units to the Office of the Vice-Chairman and Executive Officer thru PAS.

BE IT RESOLVED FINALLY, that based on compliance monitoring reports, the implementation of the Code shall be evaluated and reviewed at the end of every year for updating, modification or total revision, as the case may be.

All NAPOLCOM issuances which are inconsistent herewith are hereby repealed accordingly.

(SGD.) JESSE M. ROBREDO
Chairman

(SGD.) EDUARDO U. ESCUETA
Commissioner
Vice-Chairman and Executive Officer

(SGD.) LUISITO T. PALMERA
Commissioner

(SGD.) ALEJANDRO S. URRO
Commissioner

(SGD.) CONSTANCIA P. DE GUZMAN, PH.D.
Commissioner

Attested by:

(SGD.) ADELMALYN A. MUNIEZA
Chief Secretariat

Code of Conduct for Officials and Employees of the NAPOLCOM

ARTICLE I

TITLE, DECLARATION OF POLICY, OBJECTIVES OF THE CODE, SCOPE AND APPLICATION AND DEFINITION OF TERMS

Section 1. Title. This Code shall be known as the Code of Conduct for Officials and Employees of the National Police Commission (NAPOLCOM).

Section 2. Declaration of Policy. It is the avowed policy of the NAPOLCOM to exercise its constitutional mandate of administering and controlling the Philippine National Police (PNP) effectively and efficiently through the maintenance of a corps of officials and employees who are exemplars in selfless public service, that is, accountable to the public, responsible, honest, competent and efficient in their actions, morally upright, with simple but dignified lifestyle, and judicious in the utilization of its financial and logistical resources; and, to observe the implementation of rational and responsive administrative and operational systems and procedures.

It is likewise the policy of the Commission to fortify the commitment of its officials and personnel to public service and uphold the primacy of public interest over personal interest in the performance of their duties and responsibilities.

Towards this end, a Code of Conduct is hereby promulgated.

Section 3. Objectives of the Code. The Code aims at establishing a set of standards relative to the behavior and conduct of NAPOLCOM officials and employees in the performance of their duties and responsibilities. Specifically, the objectives are:

- a. To promote ethical behavior, professionalism and excellence among its officials and employees.
- b. To foster responsible stewardship over NAPOLCOM assets and resources, exercise judicious utilization of its funds and logistics, and strictly adhere to accounting and auditing rules and regulations.

- c. To ensure the implementation of effective and responsive systems and procedures that promote a strong sense of accountability, transparency and efficiency among NAPOLCOM personnel.
- d. To establish a system of incentives, rewards and grants for exemplary conduct and/or practice.
- e. To specify the applicable administrative penalty for any violation of this Code.

Section 4. Scope and Application. This Code shall apply to all officials and employees of the Commission, regardless of the nature or status of appointments, whether permanent, temporary, contractual, on-the-job training, or on detailed service from other government agencies or consultant who report within the NAPOLCOM's regular working hours.

Section 5. Definition of Terms. For purposes of this Code, the following terms are defined as follows:

- a. Code – refers to this Code of Conduct.
- b. Conflict of Interest – refers to institutional and personal interests that interfere with the performance of duties, or an interest that might affect the objectivity or independence of judgment by any NAPOLCOM officials and employees.
- c. Deputized Official – refers to local government executives (mayors/governors) automatically deputized by the NAPOLCOM to exercise administrative supervision and control over PNP members in their respective jurisdictions, pursuant to Sec. 6 of R.A. 8551.
- d. Employee – refers to individuals occupying 1st and 2nd level positions in the Commission.
- e. Grievance – refers to a complaint in writing which has, in the first instance and in the employee's opinion, been ignored, overridden or dropped without due consideration.
- f. Nepotism – refers to the appointment made in favor of a relative within the 3rd degree of either consanguinity or of affinity, of the recommending or appointing authority or of the persons exercising immediate supervision over the appointee.
- g. Official – refers to personnel who occupy 3rd level positions in the NAPOLCOM.
- h. Personnel – refers to both NAPOLCOM officials and employees.
- i. Sanction – refers to the commensurate administrative penalty imposed upon an exercising official.
- j. Token – refers to a thing (nominal, e.g. paper weight with NAPOLCOM seal) given to a visitor/lecturer/guest (local or foreign) during his/her visit to the NAPOLCOM. It also refers to things received by NAPOLCOM personnel from other private or public institutions or agencies for services rendered as lecturer, speaker or other similar acts.

k. Violation/Offense – refers to any act or omission by official or employee in contravention of the rules embodied therein.

l. Whistleblower – refers to a person who reveals any wrongdoings or malpractices that are taking place within the organization.

ARTICLE II NORMS OF BEHAVIOR AND CONDUCT

Section 6. Core Values – a. NAPOLCOM officials and employees are committed to uphold the highest standards of public service. All personnel shall adhere to the following core values:

Honesty – To be open and truthful in dealing with superiors, subordinates, peers, clientele which are the PNP and the Public.

Integrity – To discharge duties and responsibilities with honesty, probity, moral uprightness and strict adherence to the Code of Conduct and Ethical Standards for Public Officials and Employees

Dedication – To serve the NAPOLCOM, the PNP and the public with selfless commitment and devotion to duty.

b. Manifestations of living out these core values of honesty, integrity and dedication are enumerated in the **NAPOLCOM Pledge**, as shown below:

With the guidance of the Almighty, we do hereby solemnly swear to:

Nurture excellence and professionalism

Adhere to the values of honesty, integrity and esprit d' corps;

Provide efficient, effective and responsive service;

Obey and respect the rule of law;

Listen to client concerns;

Commit ourselves to the principles of transparency and accountability;

Oversee the implementation of the Commission's policies and programs for the PNP;

Mold a civilian police organization that promotes community welfare.

Section 7. General Norms of Conduct – All personnel shall observe the following norms of conduct while in the performance of their duties and responsibilities:

a. Integrity

All officials and employees shall avoid any conduct that would cause breach of public trust and confidence. – In case of conflict, public interest shall prevail.

1.) Officials and employees shall treat clients, stakeholders, co-employees and officials with utmost honesty, impartiality and fairness, and respect their rights and obligation;

2.) Officials shall hear complaints of their staff and shall be fair and

reasonable in making decisions;

3.) Officials and supervisors shall demonstrate and promote leadership by example;

4.) Officials and employees shall notify or disclose to the appropriate authority violations of laws and breaches of ethical standards. Employees shall bring the matter directly to the appropriate body instead of exposing the matter to the media or through other unprofessional means; and

5.) For purposes of impartiality, the Commission or appropriate authority as the case may be shall entertain written and duly signed complaints only; however, unsigned grievance in the form of a white paper or any form of document may be entertained only if after review of the grievance, there is sufficient ground to conduct an investigation.

b. Transparency

1.) Officials and employees shall at all times exercise transparency in all official as well as personal transactions and contracts;

2.) Officials and employees shall make known to clients in clear and understandable language, office policies and procedures, ensure openness of information; conduct public consultation whenever appropriate; and encourage suggestions/feedback to simplify systems and procedures; and

3.) Officials and employees shall, upon written request, make available public documents for inspection by the public within reasonable working hours provided no rule of confidentiality required by existing laws, rules and regulations is violated. Any request by a third party or the media shall be in writing and duly approved by the Vice-Chairman and Executive Officer (VCEO) or the head of office or appropriate authority as the case may be.

c. Confidentiality

1.) Officials and employees are prohibited from altering, falsifying, concealing, destroying or mutilating public or official records which have come to their possession in the course of, or by reason of their employment;

2.) Secretaries, clerks, encoders or anyone entrusted by officials to keep confidential information/records shall refrain from releasing information uncalled for, to anyone or to the public without the approval of the immediate supervisor; and

3.) Documents which are confidential in nature must be transmitted directly to the concerned official or authorized representative. The concerned representative must refrain from engaging in discreet discussions involving confidential matters.