

**[DOH ADMINISTRATIVE ORDER NO. 2007-0042,
December 27, 2007]**

**NORMS OF BEHAVIOR FOR OFFICIALS AND EMPLOYEES OF THE
DEPARTMENT OF HEALTH**

It is the declared policy of the State to promote high standards of ethics, maintain honesty and integrity in the public service and to take proactive and effective measures against graft and corruption;

The Constitution explicitly declares that a public office is a public trust and that 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 and uphold public interest over personal interest;

In the performance of their duties and responsibilities, the officials and employees of the Department of Health 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;

In addition to existing laws 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 Department of Health by reason of the special nature of their duties and responsibilities and accountability to the people;

NOW, THEREFORE, the Department of Health promulgates these:

**NORMS OF BEHAVIOR FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF
HEALTH**

**RULE 1
SCOPE**

The provisions of these Norms shall have common application to all officials and employees of the offices and hospitals of the Department of Health.

**RULE II
DEFINITION OF TERMS**

Terms as used in these guidelines shall have the following definition:

- (a) DOH refers to the offices/units and hospitals of the Department of Health.
- (b) DOH officials and employees are all those employed in the DOH central office, GHDs, and DOH hospitals

(c) CHDs are the DOH Centers for Health Development

(d) DOH hospitals are all hospitals under the administrative and technical supervision of the DOH, including the DOH corporate hospitals

(e) Central Office refers to the DOH offices/units located at San Lazaro Compound, Manila, the Health Emergency Management Staff in Quezon City, the Bureau of Food and Drugs in Alabang, Muntinlupa, and the Bureau of Quarantine in Port Area, Manila.

(f) Gift is a thing or a right given gratuitously, or an act of liberality in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from any DOH official or employee.

(g) Family of public officials or employees means their spouses and children.

(h) Relatives refers to any and all persons related to a DOH official or employee up to the fourth civil degree of consanguinity or affinity including *bilas, inso, balae*.

(i) Conflict of interest arises when a DOH official or employee is a member of a board, an officer, a substantial stockholder of a private corporation, an owner or one who has substantial interest in a business such that the interest of such a corporation or business, or his rights or duties therein may be opposed to or affected by the faithful performance of official duty. A conflict of interest may also exist when the objectivity of a DOH official or employee in performing official duties is impaired or may reasonably appear to be impaired by the personal concerns of a DOH official and employee which run counter to the objectives of the agency; or when the official act results in unwarranted personal benefit on his/her part or that of his/her relatives.

(j) Post-employment is when a DOH official or employee leaves the agency permanently and obtains employment in the private sector or another government agency.

RULE III CORE VALUES

The Department of Health is committed to upholding the highest standards throughout the agency to enhance the quality and efficiency of public service. DOH 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, DOH officials and employees shall conduct themselves in a way that is consistent with the dignity and mandate of the agency. To this end, all DOH officials and employees shall adhere to the following core values:

N Integrity

N Excellence

N Compassion and Respect for human dignity

N Commitment to public interest and democracy

N Professionalism
N Teamwork
N Stewardship of the environment
N Political neutrality
N Simple Living

RULE IV FIDELITY TO DUTY

SECTION 1. DOH officials and employees shall, at all times, exhibit utmost respect to the public and deep sense of commitment to the mandate of the Office.

SECTION 2. DOH 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. They shall endeavor to discourage wrong perception of their roles as dispensers or peddlers of undue patronage.

SECTION 3. DOH officials and employees shall perform their duties efficiently, promptly, and without bias or prejudice.

SECTION 4. DOH officials and employees shall avoid any impropriety and the appearance of any impropriety in all of their activities.

SECTION 5. DOH officials and employees shall not engage in conduct incompatible with the faithful discharge of their official duties.

SECTION 6. DOH 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. DOH 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. DOH officials and employees shall use the assets and resources of the office, including funds, properties, goods and services, economically, productively, effectively, only for official activities, and solely for the purpose required by law.

SECTION 9. DOH officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy, fairness, honesty and in-compliance with the law.

SECTION 10. DOH officials and employees shall submit performance reports and other documents required by law such as Statement of Assets and Liabilities and Net worth, Income Tax Returns and other public document as may be required by the Agency.

RULE V TRANSPARENCY

SECTION 1. DOH officials and employees shall extend prompt, courteous, adequate

and effective service to the public.

SECTION 2. DOH officials and employees shall state their policies and procedures in clear and understandable language, ensure openness of information, public consultation whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures.

SECTION 3. DOH officials and employees shall, at all times, exercise transparency in all transactions, contracts, relationship and interest of the agency especially if it involves public interest.

SECTION 4. DOH officials and employees shall, at all times, make accessible all public documents and transactions for inspection by the public within reasonable working hours provided it is not in violation of the rules of confidentiality required by existing laws, rules and regulations.

RULE VI CONFIDENTIALITY

SECTION 1. DOH officials and employees shall not disclose any confidential information acquired by them in the course of or by reason of their employment in the Office. Pursuant to Section 7(c) of Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standards 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.

SECTION 2. DOH officials and employees shall not alter, falsify, conceal, destroy or mutilate any public and official record which have come into their possession in the course of, or by reason of, their employment in the Office.

RULE VII CONFLICT OF INTERESTS

SECTION 1. DOH officials and employees shall, at all times, exhibit loyalty to the Public and commitment to the mandate of the DOH;

SECTION 2. DOH officials and employees shall not engage, directly or indirectly, in any of the following or similar acts;

- a. Enter into any contract with the DOH for the supply of drugs/medicines, equipment, supplies and other related items, services, and lease or sale of property;
- b. Participate in any official action involving a party with whom either he/she or any of his relatives is negotiating for future employment;
- c. Seek additional employment or engage in any other undertaking outside the DOH that prejudice in any manner his performance of official functions, or undermines the interest of the DOH;