

**[OMB OFFICE ORDER NO. 05-13, S. 2005, January
24, 2005]**

**NORMS OF BEHAVIOR FOR OFFICIALS AND EMPLOYEES OF THE
OFFICE OF THE OMBUDSMAN**

WHEREAS, it is the declared policy of the State to maintain honesty and integrity in the public service and to take proactive and effective measures against graft and corruption;

WHEREAS, the Constitution explicitly 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, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives;

WHEREAS, in the performance of their duties and responsibilities, the officials and employees of the Office of the Ombudsman 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;

WHEREAS, in addition to statutory provisions 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 Office of the Ombudsman by reason of the special nature of their duties and responsibilities;

NOW, THEREFORE, the Office of the Ombudsman hereby promulgates these:

**Norms of Behavior for Officials and Employees
of the Office of the Ombudsman**

**RULE I
SCOPE**

The provisions of this Title shall have common application to all officials and employees of the Office of the Ombudsman.

**RULE II
CORE VALUES**

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

- patriotism and nationalism;
- commitment to the rule of law and to public interest;
- honesty, integrity and professionalism in the performance of official functions;
- accountability and transparency in all actions in or related to office;
- impartiality and political neutrality in the performance of official functions;
- utmost dedication, diligence, responsiveness, justness and sincerity in serving the people; and
 - simplicity in lifestyle.

RULE III FIDELITY TO DUTY

Section 1. OMB officials and employees shall at all times exhibit loyalty to the people and commitment to the mandate of the Office.

Section 2. OMB 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.

Section 3. OMB officials and employees shall perform their duties efficiently, promptly, fairly and without bias or prejudice.

Section 4. OMB officials and employees shall avoid impropriety and the appearance of impropriety in all of their activities.

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

Section 6. OMB 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. OMB 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. OMB officials and employees shall use the assets and resources of the office, including funds, properties, goods and services, economically, productively, effectively and only for official activities.

Section 9. OMB officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy.

RULE IV CONFIDENTIALITY

Section 1. OMB officials and employees shall not disclose any confidential information acquired by them in the course 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.

Confidential information means information not yet made available to the public relating to pending cases, complaints, investigations, procurements, and such other transactions with the Office, including notes, drafts, research papers, internal memoranda, and similar papers thereon.

The foregoing rules on confidentiality applies to all incumbent OMB officials and employees and those who have resigned or retired from the service or have been separated thereto.

Section 2. Duly authorized OMB officials and employees who possess, or have knowledge of, any confidential information may grant access to confidential information only to co-employees duly authorized for the purpose and on a need-to-know basis.

Section 3. Confidential information by reason of statute, court order, administrative policy or mutual agreement shall be disclosed only by persons duly authorized to do so and only to persons duly authorized to receive the same.

Section 4. OMB officials and employees shall not disclose confidential information given by parties to a case, counsel, witness, or any other person, unless expressly authorized by proper authority.

Section 5. Former OMB officials and employees shall not disclose confidential information acquired by them during their employment in the Office of the Ombudsman in instances where disclosure by current/incumbent OMB officials and employees of the same information will constitute a breach of confidentiality.

Section 6. OMB officials and employees shall not alter, falsify, conceal, destroy or mutilate any record.

RULE V CONFLICT OF INTERESTS

Section 1. OMB officials and employees shall exercise extraordinary diligence to avoid any conflict of interests in connection with their official duties and the functions of the Office. In the event that conflicts of interests arise, OMB officials and employees shall, in writing, immediately disclose the same to their immediate supervisor and terminate the same.

Section 2. A conflict of interest exists when:

- (a) the objectivity of an OMB official or employee in performing official duties is impaired or may reasonably appear to be impaired;
- (b) the personal concerns of an OMB official or employees run counter to the objectives of the Office; or
- (c) the official act of an OMB official or employee results in undue personal benefit or advantage on his part or on the part of any of his relatives within the fourth civil degree by consanguinity or affinity.

Section 3. OMB officials and employees shall not engage, directly or indirectly, in any of the following or similar acts: