

**[ DBM CIRCULAR LETTER NO. 2011-12 DECEMBER  
7, 2011, December 07, 2011 ]**

TO : ALL HEADS OF BRANCHES OF GOVERNMENT, CONSTITUTIONAL COMMISSIONS, DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF NATIONAL GOVERNMENT INCLUDING STATE UNIVERSITIES AND COLLEGES (SUCS), GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS (GOCCS), GOVERNMENT FINANCIAL INSTITUTIONS (GFIS), LOCAL GOVERNMENT UNITS (LGUS), AND ALL OTHERS CONCERNED

SUBJECT : REMINDER ON THE OBSERVANCE OF THE " NO GIFT POLICY"

- 1.0 This circular is being issued to remind all concerned that the Department has adopted a "no gift policy" as promulgated by the memorandum of the undersigned dated September 20, 2010.
- 2.0 As public servants and professionals, the DBM officials and employees are expected to perform their duties and responsibilities without expectation of any favor or material reward. In this connection, our officials and employees are not allowed to accept nor solicit gifts from client agencies. This will help carry out the State policy of promoting a high standard of ethics in public service as well as the tenets of good governance and the principle that public office is a public trust.
- 3.0 This policy is in conformity with the following laws that were enacted to guide the conduct of public officials and employees: Republic Act (RA) No. 3019 (Anti-Graft and Corrupt Practices Act), Presidential Decree (PD) No. 46, s. 1972 (Making it Punishable for Public Officials and Employees to Receive, and for Private Persons to Give Gifts on Any Occasion, Including Christmas), and RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).
- 4.0 To carry out the "no gift policy," our officials and employees have been directed to immediately and politely return any gift that may be given by their clients. In case where it would be inappropriate or impractical to return the gift (e.g. perishable goods), it shall be donated instead to an appropriate charitable or social welfare institution.
- 5.0 For the information and guidance of all concerned.

**(Sgd.) FLORENCIO B. ABAD**  
*Secretary*

---