

[DFA DEPARTMENT CIRCULAR 10-90, November 15, 1990]

GUIDELINES ON SECURITY MATTERS FOR HOME OFFICE AND FOREIGN SERVICE PERSONNEL OF THE DEPARTMENT OF FOREIGN AFFAIRS AND ATTACHED SERVICES

SECTION 1. Objective . — The following guidelines are hereby prescribed with the objective of safeguarding the integrity and security of our country, the Department of Foreign Affairs and attached services.

SECTION 2. Definition of Terms —

1. **Contact.** An individual who is not an agent but is used for intelligence information collection.
2. **Co-option.** The act of recruiting a government employee with diplomatic or official cover by one of the intelligence services of a government to perform specific intelligence tasks.
3. **Compromise.** To be placed in a situation which exposes one to be a security risk or to be disloyal to his country.

SECTION 3. Activities Which May Undermine Security — All officers or employees are enjoined to follow the rules and regulations of the Philippines and the host country to avoid situations which may undermine the national security of the Philippines.

In addition, the following activities, some of which are outrightly illegal, should be avoided at all times;

1. Immoral and vicious habits; excessive drinking, gambling, and disorderly conduct;
2. Smuggling;
3. Black-marketing of goods and currency; and other similar activities.

SECTION 4. Recognition of Weaknesses and Vulnerabilities — To avoid being in a situation which may compromise security, all officers and employees should be aware of their own weaknesses and vulnerabilities and discuss them with their superiors.

SECTION 5. Report of Contact with Local Citizens — All officers or employees shall report promptly to the security officer or head of mission all contacts with local citizens and other persons which may lead to compromising our national security.

SECTION 6. Representation through Official Channels for Violation of Law — All violations of local laws and rules by the officer or personnel concerned shall be