

[BUCOR SPECIAL ORDER NO. 127, S. 2008, March 05, 2008]

NORMS OF BEHAVIOR FOR BUCOR OFFICIALS AND EMPLOYEES

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 Bureau of Corrections are mandated to take custody and rehabilitate national prisoners, any act of indiscretion or impropriety, or suspicion of indiscretion or impropriety, in 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 Bureau of Corrections by reason of the special nature of their duties and responsibilities;

NOW, THEREFORE, the Bureau of Corrections hereby promulgates these;

NORMS OF BEHAVIOR FOR OFFICIALS AND EMPLOYEES OF THE BUREAU OF CORRECTIONS

RULE I. Scope

The provisions of this Title shall have common application to all officials and employees of the Bureau of Corrections (BuCor).

RULE II. Core Values

The Bureau of Corrections is committed to upholding the highest standards of honesty and integrity throughout the institution to enhance the quality and efficiency of public service. BuCor officials and employees shall accept personal restrictions and shall do so freely and willingly in particular, BuCor officials and employees shall conduct themselves in a way that is consistent with the dignity and mandate of the Bureau of Corrections, the custody and rehabilitation of national prisoners. To this end, all BuCor 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. BuCor officials and employees shall at all times exhibit loyalty to the People and commitment to the mandate of the office.

SECTION 2. BuCor 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. BuCor officials and employees shall perform their duties efficiently promptly, fairly and without bias or prejudice.

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

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

SECTION 6. BuCor officials and employees shall at all times perform their official duties properly and diligently. They shall fully commit themselves to the duties and responsibilities of their office during working hours;

SECTION 7. BuCor 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. BuCor 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. BuCor officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy.

RULE IV. Confidentiality -

SECTION 10. BuCor 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