

**[LTO MEMORANDUM CIRCULAR NO. 687-2006,
February 23, 2006]**

RULES ON GIFTS AND BENEFITS

Pursuant to the provisions of RA No. 6713 otherwise known as Code of Conduct and Ethical Standards for Government Officials and Employees, in relation with Sections 4 and 10 of Article II of the LTO Code of Conduct and in line with the on-going Integrity Development Program, the following rules on gifts and benefits shall govern for all officials and employees of the LTO.

Rule I. Scope

These Rules shall apply to all officials and employees of the Land Transportation Office, in addition to other prohibitions on soliciting and receiving gifts and benefits imposed by law.

Rule II. Policies and Rules

SECTION 1. As used herein, the term:

- A. Gift – refers to a thing disposed of gratuitously in favor of another, and shall include a simulated sale or a disposition which is onerous to the giver and/or unduly beneficial to the recipient.
- B. Benefit – refers to a right, privilege, entertainment, exemption or any other similar act of liberality in favor of another.
- C. Agent – a person who acts in representation of another.
- D. Nominal value – refers to the value of a gift, which is not more than One Thousand Pesos (Php 1,000.00).

SECTION 2. LTO officials and employees shall not accept or receive gifts and/or benefits, directly or indirectly, from any of the following:

- a. Motor vehicle owners and their agents;
- b. Applicants for driver's license, student permit and conductor's license and their agents;
- c. Apprehended drivers, operators and their agents;
- d. Owners of Drug Testing Centers, Private Emission Testing Centers and Insurance Companies and their agents;
- e. Manufacturers, Assemblers, Importers, Dealers and their agents;
- f. Suppliers and contractors, and their agents;
- g. Personnel for promotion and those with pending cases and their agents;
- and
- h. Parties transacting business with the Office.