

**[DOST ADMINISTRATIVE ORDER NO. 006,
November 14, 2005]**

**CODE OF CONDUCT AND ETHICAL STANDARDS FOR OFFICIALS
AND EMPLOYEES OF THE DEPARTMENT OF SCIENCE AND
TECHNOLOGY SYSTEM**

All officials and employees of the DOST System are hereby directed to observe the Code of Conduct and Ethical Standards for Officials and Employees of the Department of Science and Technology System, herewith attached as Annex A, which was published in the Official Gazette on 24 October 2005.

Adopted: 14 Nov. 2005

(SGD.) ROGELIO A. PANLASIGUI
*Undersecretary for R & D and Officer-in-Charge,
Office of the Secretary*

Code of Conduct and Ethical Standards for Officials and Employees
of the Department of Science and Technology System

Background

The varied functions and wide range of services which the Department of Science and Technology (DOST) is mandated to deliver, necessitate the adoption of norms of conduct that shall guide specifically DOST personnel in the performance of their official duties and responsibilities in accordance with the Constitutional declaration 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, loyalty and efficiency, act with patriotism and justice, and lead modest lives. This Code aims to prescribe clear directions for acceptable standards of conduct and workplace behavior required of DOST personnel to effectively achieve the goals of the Department. Towards this end, this Code of Conduct and Ethical Standards for Officials and Employees of the DOST System is hereby formulated and promulgated.

This Code is in conformity with Republic Act No. 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees and its implementing rules and regulations and Republic Act No. 8439, known as the "Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in government" and its implementing rules and regulations.

**Rule I
Coverage**

This Code of Conduct and Ethical Standards shall apply to all officials and employees of the Department of Science and Technology System (DOST personnel for brevity)

regardless of their employment status. This Code of Conduct continues to apply to DOST personnel while on suspension or leave of absence (with or without pay)

Rule II Definition of Terms

SECTION 1. For purposes of this Code, the following terms shall be defined as follows:

1.1 DOST or Department - refers to the Department of Science and Technology as an institution created under Executive Order No. 128.

1.2 DOST System - refers to the Office of the Secretary, its regional offices and the attached agencies, consisting of the sectoral councils, research and development institutes, service institutes, and advisory bodies of the Department of Science and Technology.

1.3 Agency Head - refers to the Council Executive Directors, Institute Directors, or Regional Director, as the case may be.

1.4 Confidential information - refers to information or data not intended to be treated as public document/record. This may include notes, drafts, results of experiments, research papers, or technical reports, internal discussions, internal memoranda, pending cases, records of internal deliberations, and similar papers.

1.5 Immediate family - shall include the following whether related by blood or adoption: (a) spouse, (b) children, (c) brother, (d) sister, (e) parent, (f) grandparent, (g) grandchildren.

1.6 Common-law-relations - shall include the spouse and the children arising from the relationship without the benefit of marriage.

1.7 Primary employment - refers to employment of a person in the DOST System as evidenced by an appointment paper issued for the purpose. Due to such appointment, an employee-employer relationship has been established thus, the person concerned is expected to render full-time service to the DOST System.

1.8 Outside employment - refers to all types of employment not falling under the definition of primary employment.

Rule III Guiding Principles

SECTION 1. DOST personnel shall take pride of their employment in the Department of Science and Technology System as the government entity charged with the twin mandate of providing central direction, leadership and coordination of scientific and technological activities, and in formulating policies, programs and projects to support national development.

For this purpose, DOST personnel shall endeavor to observe the following guiding principles:

1.1 Extend full cooperation and support towards the fulfillment of national scientific and technological goals and objectives;

1.2 Provide appropriate and prompt services to the clientele using the highest degree of efficiency and effectiveness in extending the needed scientific and technological support;

1.3 Take every opportunity to improve, develop and upgrade their knowledge and skills to attain excellence in the performance of their functions; and

1.4 Safeguard the legitimate interests, good reputation and dignity of the DOST System and that of their colleagues.

Rule IV Standards of Conduct

SECTION 1. DOST Personnel shall adopt the following values in the performance of their functions:

1.1 God-fearing and humane by:

1.1.1 Upholding the sanctity of human life and under no circumstance, directly or indirectly participating in unlawful acts to curtail human life; and

1.1.2 Giving respect to every individual, recognizing that every human being is unique and made in the image of the Divine Creator.

1.2 Uphold their personal integrity and that of their colleagues by:

1.2.1 Taking pride in being a public servant and endeavor to be a role model for a respectable and modest life;

1.2.2 Effectively and efficiently performing their duties and responsibilities to produce quality output;

1.2.3 Undertaking official functions to the best of one's ability and in the spirit of good faith and well-meaning;

1.2.4 Sharing their knowledge and expertise with others without regard for compensation, and also encourage the professional development of their peers;

1.2.5 Exercising good judgement to avoid engaging in conduct that others may perceive as harassment;

1.2.6 Not using their position to obtain personal favors, unwarranted benefits, privileges or exemptions for themselves or for others; and not claiming authority or expertise over matters beyond their competence or capability.

1.3 Exercise fairness by:

1.3.1 Treating all persons equally, without bias to gender, social class, education, physical or mental capabilities, political or religious affiliation.

1.3.2 Making professional, administrative or technical judgments in favor of the common good and the less privileged, taking into consideration overall cost most advantageous to the government.

1.4 Exercise generosity in spirit and deed by:

1.4.1 Seeking opportunities to be of service to their superiors, clients and peers.

1.4.2 Voluntarily offering their expertise and services where and when they are most needed especially during emergencies and situations demanding additional human resource and hours of work.

1.5 Exercise courage to protect the interest of the public by:

1.5.1 Readily taking the risks necessary to perform their duties and functions in DOST.

1.5.2 Protecting known and accepted ideals in public service and observe rules, and regulations and standards promulgated by the duly constituted authority without fear or favor.

1.5.3 Asserting their rights and privileges as a public servant when necessary.

Rule V Duties and Obligations

SECTION 1. DOST personnel are bound to perform the following duties and obligations in addition to those embodied under Rule VI (Sections 1 to 8) of the Code of Conduct and Ethical Standards for Public Officials and Employees:

TO THE PUBLIC

1.1 DOST personnel shall recognize that public office is a public trust. Thus, they shall seek to maintain and enhance public confidence in the integrity of public administration, and to advance the common good. They shall not use their official powers or position improperly, or allow them to be improperly used. They shall also ensure that any conflict between their personal interest and official duties is resolved in favor of the public interest. DOST personnel shall disclose fraud, corruption and mal-administration of which they are aware.

1.2 DOST personnel shall at all times perform official duties properly and with diligence. They shall commit themselves exclusively to the business and responsibilities of their office during working hours. In the performance of their official duties, they shall act responsively by treating members of the public courteously, honestly, fairly and with proper regard for their rights and obligations.

1.3 DOST personnel, in performing official duties, shall not discriminate nor manifest bias or prejudice based on gender, religion, national and ethnic origin, perceived economic status, or political affiliation by word or conduct.

1.4 DOST personnel shall maintain cordial and professional relationship with their clients at all times.

1.5 DOST personnel shall not alter, falsify, destroy or mutilate any record within their control. In the event that amendment, correction, intercalation or