

## Code of Ethics or Conduct

PSALM is committed to adhere to the policy of the State to promote a high standard of ethics in public service. PSALM employees, in accordance with Republic Act (RA) No. 6713, are all times accountable to the people; discharge duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice; lead modest lives; and uphold public interest over personal interest.

To ensure the utmost compliance with RA No. 6713, PSALM issued an **Employee Handbook** ([a. Plantilla](#); [b. Non-Plantilla](#)) which provides provisions of PSALM, civil service and other government policies and issuances, and includes the requirements of RA No. 6713. Said handbook is also used during the conduct of orientation to new employees. Further, PSALM adopts the rules, policies, standards and procedures of the Civil Service Commission (CSC) intended to regulate conduct of employees based on accepted norms of efficiency, integrity and morality (Office Norms and Conduct).

Following are the standards of personal conduct in the discharge and execution of duties expected from employees, among others:

- commitment to public interest
- professionalism
- fairness and sincerity
- political neutrality
- responsiveness to the public
- nationalism and patriotism
- commitment to democracy
- simple living

PSALM's Directors, Officers and Employees adhere to the provisions of RA 6713 or the *Act Establishing A Code Of Conduct And Ethical Standards For Public Officials And Employees, To Uphold The Time-Honored Principle Of Public Office Being A Public Trust, Granting Incentives And Rewards For Exemplary Service, Enumerating Prohibited Acts And Transactions And Providing Penalties For Violations Thereof And For Other Purposes.*

All government officials and employees submit an Oath of Office which includes their undertaking to comply with all laws, legal orders and decrees promulgated by the constituted authorities of the Philippines. This undertaking includes compliance with the code of conduct.

PSALM formulates policies and guidelines to implement specific provisions of RA 6713 and regularly monitor compliance. Likewise, PSALM employees who undergo orientation are required to sign an undertaking of compliance with office rules and other government issuances like that of RA 6713.

PSALM monitors each employee's compliance on the following office norms and conduct through the issuance of the following:

- [Office Order No. 2011-205 dated 19 September 2011 on the Creation of the Committee on Decorum and Investigation](#)
- [Memorandum Order No. 2013-001 dated 24 January 2013 on the Observance of Flag Ceremonies](#)
- [Memorandum Order No. 2015-002 dated 13 January 2015 on PSALM's Individual Performance Appraisal System](#)
- [Memorandum Order No. 2015-008 dated 15 May 2015 on the Guidelines on the Wearing of the Prescribed Uniform for CY 2015](#)
- [HRAGSD Advisory No. 2016-006 dated 18 March 2016 on the Submission of Statement of Assets, Liabilities and Net Worth \(SALN\) for CY 2015](#)

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