



Cultural Center of the Philippines  
SENTRONG PANGKULTURA NG PILIPINAS

REPUBLIC OF THE PHILIPPINES )  
MANILA CITY ) S.S.

SECRETARY'S CERTIFICATE

I, **KRISCHELLE MATAS**, of legal age, with office address at the Cultural Center of the Philippines (CCP), CCP Complex, Roxas Boulevard, Pasay City, after having been sworn to in accordance with law, do hereby declare that I am the Corporate Secretary of the CCP and as such, do hereby certify that through ad referendum, the majority of the Board of Trustees resolved to approve as follows:

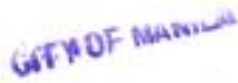
**CCP Board Resolution No. 29**  
**Series of 2023**

**RESOLVED to APPROVE the CCP Whistleblowing Policy in accordance with GCG Memorandum Circular 2016-02 dated 22 April 2016.**

This Secretary's Certificate is issued for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto affixed my signature on 28 March 2023 in Manila City, Philippines.

  
**KRISCHELLE B. MATAS**  
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this MAR 29 2023 , affiant exhibiting to me her CCP ID No. 0478.

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**ATTY. HENRY D. ADASA**  
NOTARY PUBLIC, CITY OF MANILA  
APPOINTMENT: 057/12/31/2023 MANILA  
IBP NO. 181359 / 01/09/2023  
PTR N. 9861145 / 01/09/2023  
ROLI NO. 25079, TIN NO. 173-525-820  
MCLE CODE: NO. 181359/01/09/2023  




## WHISTLEBLOWING POLICY

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### I. POLICY

It is the State's policy that the governance of government-owned and controlled corporations (GOCCs) shall be carried out in a transparent, responsible and accountable manner and with the utmost degree of professionalism and effectiveness. Furthermore, the CCP Board of Trustees must be competent to carry out the CCP functions and mandate, be fully accountable to the State as its fiduciaries, and act in the best interest of the CCP and the State.

The CCP, through its Board of Trustees, officers and employees of the CCP, shall conduct affairs, operations and business of the CCP in full compliance with the applicable laws, rules and regulations. As public officers, the Appointive Trustees, Officers and Employees of the CCP must exemplify the behavior and professional demeanor consistent with such laws, rules, regulations, policies and procedures of the highest standard.

### II. PURPOSE

This Policy is aimed to enable any concerned individual to report and provide information, anonymously if he/she wishes, and even testify on matters involving actions or omissions of the Appointive Trustees, Officers and Employees of the CCP, that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to the CCP or the government.

### III. COVERAGE

This Policy shall apply to all Appointive Trustees, Officers and Employees, including but not limited to: casual, contractual, project-hire, theatre-crews, front of house personnel and service providers.

### IV. DEFINITION OF TERMS

1. GCG - refers to the Governance Commission for GOCCs;
2. Management Committee (MANCOM) - refers to the President, Vice President and Department Managers who manage the daily operations of the CCP;
3. Reportable Conditions - Matters that may be brought to the attention of the CCP as enumerated in Item VI below;
4. Reporting Channels - can be any of the following: (1) Face-to-face meeting; (2) e-mail; (3) Mail;
5. Respondent - the person who is the subject of a report filed with the CCP/GCG pursuant to this policy.
6. Retaliation Actions - actions carried out by a Respondent in retaliation against a Whistleblower, such as, but not limited to, discrimination or harassment in the workplace carried out by a respondent officer against a whistleblower employee;
7. Whistleblower - a person who reports a Reportable Condition to the CCP/GCG through this policy; and
8. Whistleblowing Report (WR) - refers to a complaint filed by a Whistleblower about a Reportable Condition.
9. Whistleblowing Monitoring Committee (WMC) - refers to the committee tasked with handling the implementation of this policy

## V. WHISTLEBLOWING MONITORING COMMITTEE (WMC)

The WMC shall be composed of –

Chairperson	Attorney V, Legal Office
Vice Chairperson	Division Chief, Human Resource Management Department
Members	Representative of the CCP Complex Employees Organization Division Chief, Management Services Department Division Chief, to be assigned by the Artistic Director

The Chairman shall make an initial evaluation of the submitted WRs in accordance with Section VIII below and convene the WMC accordingly as may be needed.

Decisions of the WMC on the WRs shall be submitted for the approval of the Board of Trustees, upon the endorsement of the CCP President.

## VI. REPORTABLE CONDITION

Whistleblowers may report to the WMC or to the GCG such acts or omissions that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to the CCP and/or the Government, such as but not limited to:

1. Abuse of Authority;
2. Bribery;
3. Conflict of Interest;
4. Destruction/Manipulation of Records;
5. Fixing;
6. Inefficiency;
7. Making False Statements;
8. Malversation;
9. Misappropriation of Assets;
10. Misconduct;
11. Money Laundering
12. Negligence of Duty
13. Nepotism;
14. Plunder
15. Receiving a Commission
16. Solicitation of Gifts
17. Taking Advantage of Corporate Opportunities;
18. Undue Delay in Rendition of Service;
19. Undue Influence; and
20. Violation of Procurement Laws.

Whistleblowers may also report such other acts or omissions that otherwise involve violations of the following laws, rules and regulations:

1. R.A. No. 6713 - "Code of Conduct and Ethical Standards for Public Official and Employees"
2. R.A. No. 3019 - "Anti-Graft and Corrupt Practices Act"
3. R.A. No. 7080 - "The Plunder Law";
4. Book II, Title VII of the Revised Penal Code - "Crimes Committed by Public Officers"
5. Executive Order No. 292, s. 1987 - "Administrative Code of 1987";
6. R.A. No. 10149 - "GOCC Governance Act of 2011"
7. GCG M.C. No. 2012-05 - "Fit and Proper Rules";
8. GCG M.C. No. 2012-06 - "Ownership and Operations Manual Governing the GOCC Sector"
9. GCG M.C. No. 2012-07 - "Code of Corporate Governance for GOCCs";
10. Violations of Presidential Decree No. 15, s. 1972 - "Charter of the CCP"; and
11. Other GCG Circulars and Orders, and Applicable Laws and Regulations.

## **VII. WHISTLEBLOWING WEB PORTAL**

### **A. PRIMARY**

The GCG has established a website ([www.whistleblowing.gcg.gov.ph](http://www.whistleblowing.gcg.gov.ph)) as the primary reporting channel for whistleblowers. This reporting channel is an online-based platform by which whistleblowers may securely submit reports electronically while at the same time ensuring their anonymity and the confidentiality of their reports.

Whistleblowers are encouraged to utilize this online reporting channel.

The CCP will establish an online link between their website and the web portal on the GCG website.

### **B. ALTERNATIVE REPORTING CHANNEL**

Whistleblowers may also submit whistleblowing reports to the CCP through the following alternative reporting channels:

1. Face to Face Meeting with the WMC;
2. E-Mail at [contact\\_us@culturalcenter.gov.ph](mailto:contact_us@culturalcenter.gov.ph);
3. Mail at CCP Complex Roxas Boulevard Pasay City 1003 Metro Manila

## **VIII. PROCEDURE ON HANDLING WHISTLEBLOWING REPORTS -**

### **A. Filing of Whistleblowing Reports (WR).**

Any concerned individual or employee of the CCP who witnesses or becomes aware of any attempted, ongoing, or consummated Reportable Conditions involving any officer or employee of the CCP may file a WR. The Whistleblower who files a WR anonymously may choose to provide a manner by which he/she can be contacted without jeopardizing his/her anonymity.

The whistleblower may submit his/her Whistleblowing Report to the GCG through its website [www.whistleblowing.gcg.gov.ph](http://www.whistleblowing.gcg.gov.ph) or to the CCP through any one of the Alternative Reporting Channels stated in Section VII(B) of this Policy;

### **B. Receipt of the Whistleblowing Reports.**

In case of WR submitted to the CCP, it shall be referred to the WMC. The Chairman of the WMC shall make an initial evaluation of the submitted WRs and convene the WMC accordingly as may be needed.

### **C. Action on the Whistleblowing Report.**

1. All whistleblowing reports filed with the WMC will be evaluated and investigated by the WMC, which reserves the right to disregard reports that are vague, ambiguous, patently without merit, or are simply made with malicious intent to tarnish the name and reputation of the person/s complained of.

While a report may be filed anonymously, the whistleblower's connection to CCP and general relationship to the respondent, if any, must be stated.

To aid the WHC, it is incumbent upon the whistleblower to include files, photographs, videos, recordings, news clippings and articles, among other relevant documents, to support the reported complaint.

In cases of vague complaints which have no corroborating evidence to support the allegations, the report shall either be dismissed or referred back to the whistleblower to substantiate.

2. In cases referred to the WMC, the WMC may pursue any of the following actions:
  - a. Conduct preliminary investigation to determine whether a report/complaint falls within the scope of this Policy particularly Section VI hereof or the reportable conditions under Paragraph 4 of the GCG MC No. 2016-02.

The information in the Whistleblowing Report, whether anonymously filed or not, may be considered sufficient in form if -

- i) The full name and position of the CCP official or employee subject of the information is identified;
  - ii) Violations and/or charges are specified, including the relevant material facts (nature of the incident, time and places of the incident, persons involved, evidence, if any, and other important matters necessary to establish a case);
  - iii) Corresponding laws, rules, and regulations allegedly violated; and
  - iv) Documents in support of the allegations submitted.
- b. Dismiss the whistleblowing report for lack of merit;
  - c. Forward the whistleblowing report to the concerned officer for corresponding official action;
  - d. Submit a formal recommendation to the Board of Trustees for the discipline/suspension of respondent;
  - e. Endorse, with the approval of the Board of Trustees, to the proper Government Agency, such as the Office of the Ombudsman, the pursuit of the criminal and/or administrative processes against the respondent; and,
  - f. Consider the whistleblowing report closed and terminated if the response of the respondent is found to be adequate.
3. In cases of whistleblowing reports against the Board of Trustees, the complaint shall be endorsed to the Office of the General Counsel of the Governance Commission for GOCCs (GCG), which may dismiss the whistleblowing report for want of merit, or make recommendations on proposed sanctions against the respondents to the Commission.

## **IX. CONFIDENTIALITY**

Except when the whistleblower does not invoke anonymity and/or confidentiality when invoking the Policy under GCG Memorandum Circular No. 2016-02, the CCP Governing Board shall ensure confidentiality of all information arising from whistleblowing reports submitted pursuant to this Policy. It shall treat all reports, including the identity of the Whistleblower and the persons complained of, in a confidential and sensitive manner. The identity of the Whistleblower will be kept confidential, unless compelled by law or by the Courts to be revealed, or unless the Whistleblower authorizes the disclosure of his/her identity.

## **X. PROTECTION AGAINST RETALIATORY ACTS**

- A. The CCP shall not tolerate any retaliatory acts against whistleblowers who submits whistleblowing reports in good faith. Moreover, the CCP shall extend all possible assistance to the whistleblower under the law and given the circumstances. Such retaliatory acts may include:
  1. Discrimination or harassment in the workplace;
  2. Demotion;
  3. Reduction in salary or benefits;
  4. Termination of contract;
  5. Evident bias in performance evaluation; or

6. Any acts or threats that adversely affect the rights and interests of the whistleblower.
- B. All witnesses shall be given the same protection afforded to the whistleblower;
- C. The CCP Management shall take all necessary steps to ensure the safety of the whistleblower and all witnesses as provided for by law;
- D. Any officer, employee, group of employees, and unit of the agency who subjects the whistleblower and/or the witnesses to retaliatory actions shall be liable to administrative, civil and/or criminal proceedings.

#### **XI. UNTRUE ALLEGATIONS**

If a Whistleblower makes allegations that are determined to be fabricated or malicious falsehoods, and/or he/she persists in making them, legal action may be taken against him/her by the CCP.

#### **XII. REPEALING CLAUSE**

All previous issuances inconsistent herewith are deemed suspended/amended.

#### **XIII. EFFECTIVITY**

This Policy shall take effect immediately upon approval.