



CULTURAL CENTER OF THE PHILIPPINES

Mandate

The Cultural Center of the Philippines (CCP) was created in 1966 by virtue of Executive Order No. 30 as a trust for the benefit of the Filipino people, for the purpose of preserving and promoting Philippine culture in all its varied aspects. It was envisioned to be a “showcase of Filipino artistic expression and a landmark of architectural beauty.”

The CCP is the premiere showcase of the arts in the Philippines. Founded on 8 September 1969, the CCP has been producing and presenting music, dance, theater, visual arts, literary, cinematic and design events from the Philippines and all over the world for more than fifty (50) years. Its nine resident companies, namely: Ballet Philippines, Philippine Ballet Theater, Tanghalang Pilipino, Ramon Obusan Folkloric Group, the Bayanihan Philippine National Folk Dance Company, Philippine Philharmonic Orchestra, UST Symphony Orchestra, Philippine Madrigal Singers, and the National Competition for Young Artists Foundation (NAMCYA) present a regular season of productions, workshops and outreach performances. Pinoy Printmakers Association.

Vision

The leading institution for arts and culture in the Philippines recognized globally in promoting artistic excellence and nurturing the broadest publics in arts making and appreciation by 2030.

Mission

To promote and preserve the best of Filipino arts and culture by embodying the values of “katotohanan” (truth), “kagandahan” (beauty) and “kabutihan” (goodness).

Service Pledge

We, the officials and employees of the Cultural Center of the Philippines wholeheartedly commit to:

- Always serve the public diligently and efficiently, with utmost courtesy and the highest degree of integrity, whenever our expertise and services are needed.
- Respond promptly to all inquiries and complaints about our services from arts and culture enthusiasts and the general public.
- Take pride in the continued promotion of artistic excellence, cultural values, Filipino aesthetics and national identity towards a humanistic global society.
- Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.

Core Values

- Compassion (Malasakit)

Upholding of Human dignity of all peoples and culture; respecting indigenous people's cultural rights; and celebrating diversity

- Creativity (Pagkamalikhain)

Encouraging the development of Filipino artistic expressions and innovations showcasing excellent artistic works.

- Nationhood (Pagkabansa)

Nurturing cultural values that contribute to a highly participative and innovative citizenry.

Quality Policy

In pursuit of its vision and mission, CCP commits to:

- Promote and nurture excellence in artistic and cultural work;
- Provide efficient and effective administrative services, achieve organizational and financial stability; and develop competent human resources;
- Continually improve its Quality Management System that complies with international standards; and,
- Ensure compliance with relevant statutory and regulatory requirements to satisfy the needs and expectations of its stakeholders.

WHEREAS, It is a 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 isa 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 Cultural Center of the Philippines serve as a protectors of the people and, thus any act of indiscretion or impropriety, or suspicion of indiscretion , on 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 provision 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 Cultural Center of the Philippines by reason of the special nature of their duties and responsibilities;

NOW THEREFORE, the Cultural Center of the Philippines hereby promulgates these:

CODE OF CONDUCT AND DISCIPLINE FOR OFFICIALS AND EMPLOYEES OF THE CULTURAL CENTER OF THE PHILIPPINES.

I. DECLARATION OF POLICIES

It is the policy of the company to uphold this Code of Conduct and Discipline which shall be utilized on the following objectives:

- a. To protect the interest of the CCP and its employees
- b. To use as a constructive tool to motivate every employee to comply with the rules and regulations and norms of the company to achieve its vision, mission and objectives
- c. Promote harmonious relationship within the company and among its employees
- d. To always observe consistency, fairness and due process in the execution and application of the Code of Conduct and Discipline.

II. SCOPE

The Code of Conduct and Discipline shall cover all CCP employees regardless of appointment status.

III. FIDELITY TO DUTY

RESPONSIBILITIES OF CCP EMPLOYEES

Section 1: General Responsibilities

- 1.1. All employees shall fully comply with the letter and spirit of the Code of Conduct and Discipline.
- 1.2. All employees shall perform their duties that satisfy the highest standard of responsibility, efficiency, discipline and commitment.

Section 2: Particular Responsibilities

- 2.1 An employee of the Center shall conduct himself in a proper manner at all time and shall observe the following rules and regulations:
 - a. To do his duties in a professional decorum at all times
 - b. Exercise courtesy, attentiveness, friendliness and tactfulness in dealing with clients and the public.
 - c. Be punctual and dress properly.
 - d. Render full and industrious service in the performance of assigned duties. Fulfill the requirements of your job to the best of your ability, avoid waste, unnecessary cost, inaccuracies or insufficient output.
 - e. Wear your Identification Card at all times while or within the Center's premises.
 - f. Treat your co-employees with dignity, respect and in affair and equitable manner.
 - g. Avoid any irresponsible, false, disparaging, disrespectful or defamatory statements which attack the integrity of other individuals or organizations, or disrupt the orderly conduct of official business, nor may you make statements urging or encouraging other employees to act or speak irresponsible, or to commit unlawful acts.
 - h. Avoid violent, threatening, harassing and /or confrontational behaviors in any form.
 - i. Abide and familiarize with all the directives/orders, memoranda issued by the office.
 - j. Report known or suspected violations of law, regulations or policy through appropriate channels and fully participate in inquiries.
 - k. Conserve, protect and assure appropriate use of company's funds, time, property, facilities equipment, materials, information and human resources.

- i. Notifying the Human Resource Services Division of any changes on information such as: address, contact numbers, marital status, professional credentials
- m. It is the Center's policy that when two employees marry, they shall not be allowed to work in areas where a conflict of interest may arise. This means one of you may be transferred.
- n. The performance evaluation will be formally reviewed by the immediate supervisor/s before the year ends to assess the employees' potential.
- o. Intention to resign from the Center is allowed subject to submission of written notice address to the President and a copy to HRMD.
- p. It is your responsibility to take advantage of the learning opportunities by actively participating in any training programs and making use of our resources in the Center.

IV. CONFIDENTIALITY

- Section 1. CCP officials and employees shall not disclose any confidential information acquired by them in the course of their employment in the Center. Pursuant to section 7(c) of Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standard for Public Officials and Employees, they shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either : (1) to further their private interest or give undue advantage to anyone ; or (2) to prejudice the public interest.
- Section 2. Duly authorized CCP officials and employees who possess, or have knowledge of any confidential information may grant access to confidential information only to co-employees duly authorized for the purpose and on a need-to-know basis.
- Section 3. Confidential Information by reason of statute, court order administrative policy or mutual agreement shall be disclosed only by persons duly authorized to do so and only to person duly authorized to receive the same.
- Section 4. CCP officials and employees shall not disclose confidential information given by parties to a case, counsel, witness, or any other person, unless expressly authorize by proper authority.
- Section 5. CCP Officials and employees shall not alter, falsify, conceal, destroy or mutilate any record.

V. CONFLICT OF INTERESTS

Section 1. CCP officials and employees shall exercise extraordinary diligence to avoid any conflict of interests in connection with their official duties and the functions of the Center. In the event that conflicts of interest arise, CCP officials and employees shall, in writing, immediately disclose the same to their immediate supervisor and terminate the same.

Section 2. A conflict of interest exists when:

- (a) the objectivity of CCP officials and employee in performing official duties is impaired or may reasonably appear to be impaired;
- (b) the personal concern of CCP officials and employees results in undue personal benefit or advantage on his part or on the part of any of his relatives within the fourth civil degree by consanguinity or affinity.

Section 3. CCP officials and employees shall not engage, directly or indirectly, in any of the following or similar acts:

- (a) enter into any contract with the CCP for the procurement for a cost of supplies or services, and lease or sale of property. This prohibition shall extend to their relatives within the fourth civil degree, by consanguinity or affinity;
- (b) participate in any official action involving a party with whom either he/she or any of his/her relatives within the fourth civil degree, by consanguinity or affinity, is negotiating for future employment;
- (c) seek additional employment or engage in any other undertaking outside the CCP that prejudices in any manner his performance of official functions, or undermines the interest of the Center;
- (d) recommend any person for employment to any litigant or counsel, or their agents, in any case or complaint before the Center. or to any supplier, or any other person doing business with the Center;
- (e) recommend private attorneys to litigants, or prospective litigants, in any case or complaint filed with or originating from the CCP, or to anyone dealing with the Center.

VI. OUTSIDE EMPLOYMENT

Section 1. Employment in the CCP is a full-time occupation and shall constitute the primary employment of its officials and employees.

Section 2. CCP officials and employees may engage in additional employment outside the Center subject to the following conditions:

- (a.) shall be performed outside the normal working hours;
- (b.) shall not incompatible with the performance of the duties and responsibilities of the CCP officials or employee, or the functions of the Center;
- (c.) does not require the private practice of his profession, except in cases of services as instructors, professor, lecturer, resource person and the like; and
- (d.) does not require or induce the CCP official and employee to disclose confidential information acquired by reason of his employment in the Center.

VII. RELATIONSHIP WITH THE PUBLIC

Section 1. CCP officials and employees shall provide a quality service and must treat the public with utmost respect, courtesy, consideration and reason.

Section 2. CCP officials and employees shall avoid engaging in activities that invite suspicion of lack of objectivity, impartiality or propriety in the performance of their official functions.

Section 3. CCP officials and employees shall avoid making inappropriate comments, or personal opinion that can be construed as official.

Section 4. CCP officials and employees shall observe and execute equal opportunity right for everyone.

VIII. NORMS OF CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES (CITATION)

Section 4: Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

- a. Commitment to public interest- Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used effectively, honestly and economically particularly to avoid wastage in company funds and revenues.
- b. Professionalism- Public officials and employees shall perform and discharge duties with the highest degree of excellence, professionalism, intelligence and skills. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
- c. Justness and Sincerity – Public Officials and employees shall remain true to the people at all times. They must act justness and sincerity and shall not discriminate against anyone, especially the poor and the unprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to the law, good morals, good customs, public policy, public safety and public order and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointment of such relatives to positions considered confidential or as members of their personal staff whose terms are coterminous with theirs
- d. Political Neutrality – Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- e. Responsive to the public – Public officials and employees shall extend prompt, courteous and adequate service to the public. Unless otherwise provided by the law or when required by the public interest, public officials and employees shall provide information on their policies and procedure in a clear and understandable language, ensure openness of information, public consultations and hearing whenever appropriate, encourage suggestions, simplify and systematize policy , rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- f. Nationalism and patriotism – Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology and encourage appreciation and pride of country and people, they shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
- g. Commitment to democracy – Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability and manifest by deeds supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

- h. Simple living -Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentations display of wealth in any form.
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IX. SUPPLETORY RULES

All provisions of law, rules, and regulations governing or regulating the conduct of public officials and employees in general shall apply suppletory by the Rules.

X. PENALTY

Any violation of these Rules shall be a ground for disciplinary action, without prejudice to the filling of appropriate criminal charges, if warranted.

XI. EFFECTIVITY

These Rules shall take effect immediately.

MARIA MARGARITA MORAN-FLOIRENDO
President