



CULTURAL CENTER OF THE PHILIPPINES

MEMORANDUM

TO : ALL CCP OFFICIALS AND EMPLOYEES

SUBJECT : "NO GIFT POLICY"

DATE :

I. REFERENCE DOCUMENTS

Art. XI of 1987 Philippine Constitution (Accountability of Public Officers)

R.A. 3109 (Anti-Graft and Corrupt Practices Act)

R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

GCG MC No. 2012-07 (Code of Corporate Governance for GOCCs)

GCG MC No. 2012-12 ("No Gift Policy")

II. RATIONALE

1. As a government institution mandated to uphold its commitment to excellence, integrity and professionalism in all levels of the organization, the CCP is likewise mandated to espouse the values of transparency, accountability and responsibility with and among its employees and various clientele.
2. As the CCP adheres to the highest standards of ethics and conduct, the Center adopts the provisions stated in the Code of Corporate Governance by the Governance Commission for GOCCs (GCG) specifically on the above subject matter.

III. COVERAGE

This Memorandum Circular shall apply to all regular and non-regular personnel including theater crews and front of house personnel.

IV. GUIDELINES

No officer or employee of CCP shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value ("Gift") from any person where such Gift:

- (a) Would be illegal or in violation of law;
- (b) Is part of an attempt or agreement to do anything in return;
- (c) Has a value beyond what is normal and customary in the CCP's official transactions;
- (d) Is being made to influence the member of Board's, or Officer's, actions as such; or
- (e) Could be perceived as a conflict of interest.

V. EXCEPTIONS (GCG M.C. 2012-12)

Exempted from this "No Gift Policy" are the following:

The acceptance and retention of certificates, plaques, cards, thank you notes or other written forms of souvenir or mark of courtesy;

- (a) The acceptance of seminar bags and contents, and partaking of moderately priced meals and beverages that officers and employees obtain at events, such as conferences and seminars and which offered equally to all members of the public attending the event;
- (b) Acceptance of books, pamphlets, publications and data, and other information of reading materials that are directly useful to the Center in the performance of its mandates, objectives, and which books and other materials are given by individuals or organizations that no pending business with the Center as to create an actual or potential conflict of interest.

- (c) The acceptance by CCP officers and employees of a scholarship or fellowship grant, travel grants or expense for travel taking place within or outside the Philippines (such as allowances, transportation, food, and lodging) or more than nominal value, if such acceptance is appropriate and consistent with the interests of the Government, and permitted by the Chairman of the Board of Trustees.
- (d) The acceptance or availment by the CCP of grants from local or foreign institutions in the pursuit of its mandates, projects and activities, such as those coming from ADB, World Bank, USAID, embassies including scholarship grants from prestigious international cultural organizations etc., provided that the availment thereof shall be strictly in compliance with applicable procurement laws, rules and regulations.

VI: REQUIREMENT TO INFORM

CCP officers and employees are required to inform any individual or organization with any actual or potential business with the CCP of this "No Gift Policy", the reasons the CCP adopted this policy, and request that such individual or organization respect such policy. Notices shall likewise be posted in conspicuous areas within CCP and other CCP venues for walk-in clients and visitors.

- VII. RETURN AND ACKNOWLEDGMENT OF GIFT/S-** If any CCP officer or employee receives a gift covered by this policy, such gift, if feasible, shall immediately and politely be declined. If the "gift" is a perishable item and impractical to return to the donor or sender, such gift or item shall be donated or be given to CCP's intended beneficiaries or charitable institution. An acknowledgment letter or receipt shall be sent to the donor informing him/her of the CCP "No Gift Policy" and that such gift has been returned or has already been donated to one of CCP's intended beneficiaries or charitable institution.

VIII. SANCTIONS

Non-compliance to this Memorandum Circular shall be subject to the appropriate legal actions provided for by law.

IX. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless superseded by appropriate law or circulars.

RAUL M. SUNICO
President