



# Cultural Center of the Philippines

SENTRONG PANGKULTURA NG PILIPINAS

## 1. DECLARATION OF POLICY

In fulfillment of our mandate to exemplify excellence, integrity, and professionalism across all levels of the organization, the Cultural Center of the Philippines (CCP) affirms its commitment to instilling a culture rooted in transparency, accountability, and responsibility.

This declaration underscores the CCP's unwavering dedication to upholding ethical standards and ensures that our employees and stakeholders adhere to a culture prioritizing public trust and responsible resource stewardship. Through the adoption of this No Gift Policy, the CCP solidifies its position to contribute to the overall integrity and credibility of government-owned and controlled corporations, and reinforcing its commitment to the ideals of good governance.

## 2. LEGAL BASIS

2.1 Section 27, Article II of the 1987 Constitution of the Republic of the Philippines states that *“The State shall maintain honesty and integrity in the public service and take positive and effective measures against graft and corruption.”*

2.2 Section 1, Article XI of the 1987 Constitution states that *“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, integrity, loyalty, and efficiency, act with patriotism and lead modest lives.”*

2.3 Section 7(d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) states that *“Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”*

2.4 Section 3 (b)(c) of Republic Act No. 3019 (Anti-Graft and Corruption Practices Act) states that *“In addition to acts or omissions of public officers already penalized by existing law, the following shall constitute corrupt practices of any public officer and are hereby declared to be unlawful:*

*(b) Directly or indirectly requesting or receiving any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other part, wherein the public officer in his official capacity has to intervene under the law.*

*(c) Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in*





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*any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for the help given or to be given, without prejudice to Section thirteen of this Act.”*

2.5 Section 29 of the Code of Corporate Governance for GOCCs (GCG Memorandum Circular No. 2012-07) states that *“Every Governing Board shall formally adopt a “No Gift Policy” within the GOCC and ensure its full advertisement to the community and its strict implementation by particular set of rules.”*

### 3. COVERAGE

This Policy is applicable to officials and employees at all levels, including contractual, casual, project-hires, theater crews, and front-of-house personnel of the CCP.

### 4. PROHIBITION ON SOLICITATION AND ACCEPTANCE OF GIFTS

No officer or employee of the 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:

- 4.1 Would be illegal or in violation of any law;
- 4.2 Is part of an attempt or agreement to do anything in return;
- 4.3 Has a value beyond what is normal and customary in the CCP’s official transactions;
- 4.4 Is intended to exert influence over the actions of the members of the Board or Officers in their official capacities; and
- 4.5 Could be perceived as a conflict of interest.

### 5. EXCEPTIONS TO THE PROHIBITION

Exempted from this “No Gift Policy” are the following:

- 5.1 The acceptance and retention of certificates, plaques, cards, thank you notes or other written forms of souvenir or mark of courtesy;
- 5.2 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





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which offered equally to all members of the public attending the event;

- 5.3 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;
- 5.4 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; and
- 5.5 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.

## 6. REQUIREMENT TO INFORM

CCP officers and employees must communicate the “No Gift Policy” to individuals or organizations engaged or potentially engaged in business with the CCP. They should articulate the rationale behind this Policy and request compliance from these parties. Additionally, conspicuous notices detailing the Policy will be posted within CCP premises and on its official website to inform walk-in clients and visitors.

## 7. RETURN AND ACKNOWLEDGMENT OF GIFTS

Should any CCP officer or employee receive a gift falling under the purview of this Policy, they are required, if feasible, to immediately and politely decline the gift. In cases where the received item is perishable and impractical to return to the donor or sender, it shall be either donated to CCP’s intended beneficiaries or a charitable institution. An acknowledgment letter or receipt will be issued to the donor, notifying them of the CCP’s “No Gift Policy” and confirming the return or donation of the received gift to one of CCP’s intended beneficiaries or charitable institutions.

## 8. SANCTIONS

This Policy shall serve as a supplement to existing laws, rules or regulations covering solicitation and receiving of gifts. Any violation of this Policy shall be subject to administrative sanctions





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under Civil Service Law and Rules, and other applicable laws, rules and regulations.

## 9. EFFECTIVITY

This Policy shall take effect immediately and shall remain in force unless superseded by relevant law or subsequent circulars.

