

# CEBU PORT AUTHORITY

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September 30, 2013

## Memorandum

**T O** : All Officials and Employees

**SUBJECT:** OBSERVANCE OF THE "NO GIFT POLICY"

In line with the policy of the State to promote a high standard of ethics in public service and the dogma of good governance, the Authority hereby promulgates this " No Gift Policy" to its officers and employees, in all their dealings with the public.

1.0 All CPA officials and employees are expected to perform their duties and responsibilities without expectation of any favor or material reward. Hence, all CPA officials and employees shall NOT SOLICIT OR ACCEPT, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or use, anything of monetary value from a person, groups, associations, or juridical entities, whether from the public or the private sectors, at any time, on or off the work premises, 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 . The prohibition shall include, but not limited to:

- 1.1 Honoraria given as speaker or resource person in seminars or where the officer or employee is participating by reason of his/her office.
- 1.2 Sponsorship in any form of any of the internal programs, activities, and affairs of the Authority, such as Christmas parties, anniversary commemorations, etc.
- 1.3 Advertisements in the publications of the Authority.
- 1.4 Discounts, rebates, waivers and other forms of monetary incentives or benefits given to the Authority, its officers and employees, in availing of the services and/or facilities of persons or entities under the jurisdiction of the Authority.
- 1.5 Acceptance of invitations to social lunches and dinners with persons or entities under the jurisdiction of the Authority.

2.0 Allowable Gifts. The following are allowable gifts:

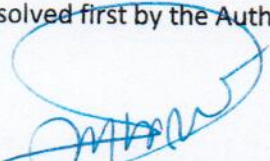
- 2.1 Small gifts of insignificant value that may be exchanged between and among Cebu Port Authority officials and employees appropriate to the occasion in which it is made.
- 2.2 Gifts that may be exchanged between and among members of the Inter-Agency Committees, offices and other organizations to which the Cebu Port Authority belongs during special occasions, provided the gifts do not exceed P2,000.00;



- 2.3 Performance-based cash rewards, scholarship grants, and similar incentives and benefits granted to Cebu Port Authority officials and employees by appropriate government agencies, private institutions, or national or international organizations; and
  - 2.4 Unsolicited gifts or tokens of nominal or insignificant value offered or given as a mere ordinary token of gratitude or friendship according to local customs or usage in accordance with Section 14 of Republic Act (RA) 3019 (Anti-Graft and Corrupt Practices Act) and Section 3 (d) of RA 6713.
- 3.0 This policy is in conformity with the following laws that were enacted to guide the conduct of public officials and employees: Republic Act (RA) No. 3019 (Anti-Graft and Corrupt Practices Act), Presidential Decree (PD) No. 46, s. 1972 (Making it Punishable for Public Officials and Employees to Receive, and for Private Persons to Give Gifts on Any Occasion, Including Christmas), and RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).

4.0 **PENALTIES**

This Policy shall serve as a supplement to existing laws, rules, or regulations covering gift-giving and receiving. Any violation of this Policy shall be subject to administrative sanctions under Civil Service Law and Rules, and other applicable laws. Insofar as practicable, all cases related to this Policy should be resolved first by the Authority.



**ATTY. YUSOP J. UCKUNG, CSEE**  
Officer-In-Charge

Cc: OGM	PMO- CIP
ODGM/LAD	5 <sup>th</sup> St.
ICD	P-3
BMDD	P-1
PSSEMD	Mandaue
FAD	Danao
ESD	Toledo
PMD	Sta. Fe
Harbor	Argao