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# THE CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

## NO-GIFT POLICY

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**WHEREAS**, Section 1, Article XI of the 1987 Constitution delineates the accountability of public officers, thus:

### ARTICLE XI

#### ACCOUNTABILITY OF PUBLIC OFFICERS

SECTION 1. PUBLIC OFFICE IS A PUBLIC TRUST, 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**, the said principle is reiterated in Section 1 of the Code of Conduct and Ethical Standards for Public Officials and Employees, thus:

Section 2. Declaration of Policies. – It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

**WHEREAS**, under Section 29 of the Code of Corporate Governance for GOCCs, it is mandated 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 a particular set of rules.”

**WHEREAS**, the Corporation in accordance with GCG Memorandum Circular No. 2012-07 hereby adopts and implements the No Gift Policy of the GCG to suit the Corporation, as follows:

**Section 1. Declaration of Policy** – Being constituted of public servants who adhere to the principle that public office is a public trust, the Commission is committed to the highest standards of ethics and conduct. The Commission requires that all of its officers and employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in the performance of their duties and functions, without expectation of any undue favor or reward.

To avoid any conflict of interest, the appearance of a conflict of interest, or the need for the Commission officers and employees to examine the ethics of acceptance, the Corporation adopts this “No Gift Policy”.

**Section 2. No Gift Policy.** – The Commission, its officers 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 be limited to:

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

**Section 3. Exceptions.** Exempted from this “No Gift Policy” are the following:

- a. The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms or souvenir or mark of courtesy;
- b. 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 are offered equally to all members of the public attending the event;
- c. Acceptance of books, pamphlets, publications and data and other information or reading materials that are directly useful to the Corporation in the performance of its mandates, objectives and, which books and other materials are given by individuals or organizations that have no pending business with the Corporation as to create an actual or potential conflict of interest.
- d. The acceptance by the Corporation 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 Corporation.
- e. The acceptance or availment by the Corporation of grants from local or foreign institutions in the pursuit of the mandates, projects and activities, such as those coming from ADB, World Bank, USAID, etc., provided that the availment thereof shall be strictly in compliance with applicable procurement laws, rules and regulations.

**Section 4. Requirement to inform.** Corporation officers and employees are required to professionally inform any individual or organization with any actual or potential business with

the Corporation of this “No Gift Policy”, the reasons the Commission has adopted this policy, and request that such individual or organization respect such policy. Notices informing walk-in clients and visitors of the Policy shall likewise be posted in conspicuous areas within GCG premises.

**Section 5. Return and Acknowledgment of Gift.** – If the Commission, any of its officers or employees, receives a gift covered by this policy, such gift, if feasible, shall immediately and politely be declined. In the event that it is not feasible, or it is inappropriate or impractical, to return the gift, e.g., it is a perishable item, the gift shall be donated to an appropriate charitable or social welfare institution. An acknowledgment letter shall be sent to the donor informing him/her of the “No Gift Policy” or that the gift has been returned or donated to a charitable or social welfare institution.

**Section 6. – Written Exemption.** Any exception to this “No Gift Policy” may be made only with the written permission of the Chairman of the Commission.

Adopted by a unanimous vote of the Board of Directors, this 17<sup>th</sup> day of January 2014.

**HON. JOSEPH EMILIO A. ABAYA**  
Chairman of the Board  
Civil Aviation Authority of the Philippines