

MEMORANDUM

TO : **ALL SHFC EMPLOYEES**

THROUGH : **ATTY. LEO B. DEOCAMPO**
OIC-Senior Vice President, Support Cluster

FROM : **ATTY. TRISTAN FREDERICK L. TRESVALLES**
OIC- Vice President, Human Resources and Administrative Group

SUBJECT : **SHFC'S CODE OF CONDUCT AND ETHICAL STANDARDS**

REFERENCE : OVPHRAG-2023-055

DATE : December 18, 2023

In relation to the HRDD Memorandum No. 2023-110, each and every SHFC officer and employee shall observe the **Social Housing Finance Corporation's Code of Conduct and Ethical Standards**.

Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, the SHFC Code of Conduct and Ethical Standards aims to promote a high standard of ethics, professionalism, transparency and accountability in the public service, housing finance program delivery and stakeholder engagement.

I. Coverage

The SHFC Code of Conduct and Ethical Standards shall apply to each and every officer and employee of SHFC. It shall cover all SHFC officers and employees and includes appointive, regular, permanent, temporary, contractual, and coterminous employees. It shall also cover members of the SHFC Governing Board in their capacity as public officials.

II. Norms of Conduct of SHFC Officers and Employees

All SHFC officers and employees shall observe the following Norms of Conduct of Public Officials and Employees as prescribed by RA 6713, which are as follows:

- a. Commitment to Public Interest – SHFC officers and employees shall always uphold the public interest over and above personal interest. All government and corporate resources of SHFC must be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues.
- b. Professionalism – SHFC officers and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, competence and skill. They shall render public service with utmost devotion and dedication to duty and shall endeavor to correct the wrong perception of public officials as dispensers or peddlers of undue patronage.

- c. Justness and sincerity – SHFC officers and employees, at all times, shall remain true to the people, especially to the Corporation’s program and project stakeholders. This means they must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. SHFC officers and employees shall at all times respect the rights of others, and shall refrain from doing any acts contrary to law, good morals, good customs, public policy, public order, public safety 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 appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- d. Political Neutrality – SHFC officers and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference
- e. Responsiveness to the Public – SHFC officers and employees shall extend prompt, courteous, and adequate service to the public, especially to the Corporation’s clients, partners and other stakeholders. SHFC officers and employees shall observe and adhere to the requirements of Republic Act 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and the Anti-Red Tape Authority (ARTA). Officers and employees shall also comply and enforce the SHFC Citizen’s Charter.
- f. Nationalism and patriotism – SHFC officers and employees shall at all times be loyal to the Republic of the Philippines and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage the appreciation and pride of country and people. They shall always endeavor to maintain and defend Philippine sovereignty against foreign intrusion, in whatever form or manner, that is detrimental to the national interest.
- g. Commitment to democracy – SHFC officers and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds of 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 – SHFC officers and employees and their respective families shall lead modest lives appropriate to their positions and income. They shall not indulge in unreasonable display of wealth.

In addition to the above Norms of Conduct prescribed by RA 6713, all SHFC officers and employees shall likewise adhere to the SHFC Core Values that are instrumental to work effectiveness and efficiency. In particular, they are expected to imbibe the following core values of the Corporation:

- A. Servant Leadership – SHFC officers and employees are expected to institutionalize a culture of leadership that recognizes the role of government employees as public servants. It is reflected through respect for people, service-

oriented mindset towards internal and external customers and observance of tact and diplomacy in handling issues and engagement with stakeholders.

- B. Professionalism – SHFC officers shall, in the promotion of the highest standards for individual and corporate performance, report for work regularly and on-time, prudently manage one's time to ensure deadlines are met, that work hours are spent for official duties and responsibilities, adheres to SHFC Employees Manual, and other pertinent work rules and regulations. Confidential matters shall be safeguarded and handled with utmost care and caution. As a general rule, unless a particular information can be the subject of a valid Freedom of Information (FOI) request, all work related information are presumed confidential.
- C. Accountability – SHFC officers and employees shall hold oneself accountable and exhibit a sense of ownership for one's accomplishments and/or shortcoming/s.
- D. Integrity – SHFC officers and employees shall manifest high level of trustworthiness and moral values, and do not tolerate acts of dishonesty and reports to the proper authority of the Corporation any potential acts of misappropriation malversation, connivance, defrauding and any other similar act amounting to graft and/or corruption.
- E. Stewardship – SHFC officers and employees value government resources, in whatever form, and ensures that it is properly safeguarded, utilized only for official purposes, and avoids wastage/inefficiencies or any manner of use that amounts to misuse or abuse of resource utilization.
- F. Excellence – SHFC officers and employees uphold the virtue of excellence in every official activity and demonstrates overwhelming dedication, relentless pursuit of achievement of goals and exemplary results/accomplishments, manifests strong capability for being a change agent, and able to work harmoniously with colleagues and/or superiors thereby promoting a culture of collaboration and work synergy.

III. Duties of SHFC Officers and Employees

In the performance of their duties, all SHFC officers and employees must exhibit the following:

- A. Competence, Integrity, Reliability, Accountability and Timeliness in the performance of official functions
- B. Respect, Tact, Patience and Graciousness in Dealing with all Corporate and Program Stakeholders
- C. Punctuality and Proper/Appropriate Office Decorum
- D. Corporate and Social Responsibility as Public Officials and as Stewards of Government Resources

SHFC officers and employees shall likewise observe and comply with the requirements of Executive Order No. 02, Series of 2016 (Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines therefor), subject to the limitations provided by RA 10173 (Data Privacy Act of 2012).

IV. Prohibited Acts and Transactions

Consistent with the Code of Conduct and Ethical Standards for Public Officials and Employees, the following acts and transactions are declared prohibited and unlawful, in addition to the acts and omissions prescribed in the Constitution and other existing laws:

4.1. Financial and material interest

SHFC officers and employees shall not directly or indirectly, have any financial or material interest in any transaction requiring the approval of SHFC.

4.2. Outside employment and other activities related thereto;

SHFC officers and employees during their incumbency shall not:

4.2.1. Own, control, manage, or accept employment as an officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised, or licensed by SHFC unless expressly allowed by law;

4.2.2. Engage in the private practice of their profession unless authorized by the Constitution or law, or by the SHFC President provided that such practice will not be in conflict or tend to be in conflict with their official functions; or

4.2.3. Recommend any person to any position in a private enterprise that has a regular or pending official transaction with SHFC.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from SHFC, except in the case of 4.2.2. above, but the employee concerned cannot practice his/her profession in connection with any matter related to SHFC, in which case the one-year prohibition shall likewise apply.

Violations under Section 4.2, 4.2.1., 4.2.2., and 4.2.3 shall be meted with a corresponding administrative sanction.

V. Disclosure and/or Misuse of Confidential Information

SHFC officers and employees 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 to further their private interests or give undue advantage to anyone or to prejudice the public interest.

Relevant to the provision of Executive Order No. 02, s. 2016 on Protection of Privacy, SHFC shall afford full protection to a person's right to privacy, as follows:

- A. SHFC shall ensure that personal information, particularly sensitive personal information, in its custody or under its control are disclosed only as permitted by existing laws;
- B. SHFC shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks, or premature disclosure;
- C. Any employee or officer who has access, whether authorized or unauthorized, to personal information in the custody of SHFC, shall not disclose that information except as authorized by existing laws.

VI. Solicitation or Acceptance of Gifts

With SHFC's No Gift Policy notwithstanding, all SHFC officers 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, except the following which are allowed under existing laws:

- A. The acceptance by the SHFC officer or employee of a gift of nominal value or of similar nature tendered and received as a souvenir or mark of courtesy;
- B. The acceptance of the SHFC officer or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- C. The acceptance by the SHFC officer or employee of travel grants or experiences for travel taking place entirely outside the Philippines (including allowances, transportation, food, lodging) of more than the nominal value if such acceptance is appropriate or consistent with the interest of SHFC and permitted by the SHFC Head of the Agency.

This section shall be subject to any updates or adjustments to the SHFC No Gift Policy that may be done prospectively.

VII. Statements and Disclosure

SHFC officers and employees shall accomplish and submit a declaration under oath of their assets, liabilities, net worth, and financial business interests including those of their spouses and unmarried children under 18 years of age living in their households. Such statements and disclosures shall be submitted regularly based on the issuances of competent authorities or based on prevailing laws, rules or regulation.

VIII. Divestment and Conflict of Interest

SHFC officers and employees shall avoid conflicts of interest at all times. When a conflict of interest arises, s/he shall report or disclose the same and if circumstances warrant, resign from his/her position in any private business enterprise within thirty (30) days from his/her assumption of office and/or divest himself/herself of his/her shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the SHFC officer or employee is a partner in a partnership. The requirement of divestment shall not apply to those who serve the SHFC in an honorary capacity nor to laborers and casual or temporary workers.

IX. Privacy of Personal Records of SHFC Officers and Employees

SHFC values and is committed to the protection of the personal information of its employees. The Corporation shall strictly implement confidentiality and privacy on sensitive personal information of all its employees as enumerated in the Data Privacy Act of 2012 except authorized by existing laws.

X. Hiring and Promotion

The SHFC shall implement the competency-based Recruitment and Selection, and Merit Promotion Policies in the hiring and promotion of employees. All candidates shall be evaluated based on their education, relevant work experience, trainings, competencies, performance, and other factors which may be also considered such as special awards/recognition and/or outstanding accomplishments to ensure the best fit for excellent government service.

XI. Whistleblowing Policy

Violations of the SHFC Code of Conduct and Ethical Standards, especially violations or non-observance of the Norms of Conduct provided in Section II, disclosure and/or misuse of confidential information provided under Section V, solicitation and/or acceptance of gifts in Section VI shall form part of the reportable conditions under the SHFC Whistleblowing Policy.

XII. Penalties

The SHFC officers and employees who shall violate any prohibited acts enumerated herein shall be punished in accordance with SHFC's internal rules and procedures on administrative cases and that of the Civil Service Commission, the Office of the Ombudsman or the Sandiganbayan, whatever and wherever applicable.

The filing and pendency of any administrative case with SHFC shall not prejudice the filing of a separate criminal, civil, and/or administrative case before any regular courts of justice and quasi-judicial bodies.

XIII. Separability

If any provision of this Code or the application of such provision is declared invalid or illegal, the other provisions hereof or the application of other provisions of this Code shall not be affected by such declaration.

Nothing in this Code of Conduct and Ethical Standards shall be construed to derogate from any law or any regulation prescribed by any appropriate body or agency of the Government, which provides for more stringent standards as public officials and employees.

This **Social Housing Finance Corporation's Code of Conduct and Ethical Standards** is for strict adherence of all SHFC officers, plantilla employees, Board Directors and other positions whether appointive, regular, permanent, temporary, contractual, and coterminous positions that are considered as public officials and employees of SHFC.

Subject to the terms and conditions of SHFC with its Service Provider, agency-hired employees assigned to SHFC shall also observe, to the extent feasible and applicable, the SHFC Code of Conduct and Ethical Standards prescribed herein, and violations of this Code shall be dealt with appropriate sanctions and measures, as coordinated and reported to the Service Provider.

For everyone's strict observance and compliance.


ATTY. TRISTAN FREDERICK L. TRESVALLES
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