



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

2407-1224

DIVISION MEMORANDUM

No. 212, s. 2024

REITERATION OF SECTION 4 OF REPUBLIC ACT NO. 6713 OTHERWISE KNOWN AS THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES"

To: Assistant Schools Division Superintendent
Division Chiefs (CID and SGOD)
Section Heads / Unit Heads
Public School Heads
Teaching and Non-Teaching Personnel
All others concerned

1. The Department of Education Region 1 Office issued a memorandum reiterating Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. This division continuously reminds teaching and non-teaching personnel to be guided by the principles and norms expounded by RA No. 6713 in the performance of their duties and responsibilities.
3. Everyone is reminded that **public interest over personal interests shall be the paramount consideration** in all decisions and actions relating to the performance of duties and functions.
4. Please take note that the non-observance of these norms by a public officer may become grounds for administrative liabilities.
5. DepEd Order No. 49 s. 2006 provides guidance in Sec. 4 and Sec. 5 as to the Form and Contents of an Administrative Complaint:

SEC. 4. Form of Complaint. A complaint shall be under oath and shall be written in a clear, simple, and concise language so as to inform the person complained of, about the nature and cause of accusation against him to enable him to intelligently prepare his defense or answer.

SEC. 5. Content of Complaint. A complaint shall contain the following:

- a. Full name and address of the complainant
- b. Full name and address of the person complained as well as his position and office in the Department of Education



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- c. A narration of the relevant and material facts which should show the acts or omissions as allegedly committed by the person
 - d. Certified true copies of documentary evidence and affidavits of his witnesses if any; and
 - e. Certification or statement on non-forum shopping
6. A copy of RM No. 799 s. 2024 is attached here for the guidance and information of everyone. This office reminds everyone to report through official communications any and all violations of existing rules and regulations.
7. Immediate and widest dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 799, s. 2024

**REITERATION OF SECTION 4 OF REPUBLIC ACT NO. 6713 OTHERWISE
KNOWN AS THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR
PUBLIC OFFICIALS AND EMPLOYEES."**

To: All Schools Division Superintendents
All others concerned

1. Public office is a public trust is a concept which was strengthened and solidified by the Constitution commanding public officers to be accountable to the people at all times. 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.
2. Time and again, teachers and non-teaching personnel as public officers are guided by this principle and the norms expounded by R.A No. 6713 in performing their duties and responsibilities. Hence, it is important to continuously remind the teaching and non-teaching personnel of the Department on the Norms of Conduct of Public Officials and Employees by reiterating Section 4 of RA 6713, viz:

"Section 4. Norms of Conduct of Public Officials and Employees. -

(A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

- (a) **Commitment to public interest. - Public officials and employees shall always uphold the public interest over and above personal interest.** All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
- (b) **Professionalism. - Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill.** They

shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

- (c) Justness and sincerity. - Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing 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. - Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- (e) Responsiveness to the public. - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- (f) Nationalism and patriotism. - Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. - Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the 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. - Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious displays of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

3. As observed, some queries, concerns, and complaints lodged before this Office emanate from the non-observance and violation of the said Code. Hence, public interest over personal interest shall be the paramount consideration in all decisions and actions relating to the performance of duties and functions, whether undertaken by teaching or non-teaching personnel.
4. Please take note that the non-observance of these norms by a public officer may become grounds for administrative liabilities.
5. Further, this conduct was previously reiterated under Regional Memorandum No. 611, s. 2024 dated 29 May 2024 and issued May 31, 2024.
6. For information and compliance.



TOLENTINO G. AQUINO
Director IV



Reference:

To be indicated in the Perpetual Index
under the following subject:

K to 12 Basic Education Program
School Calendar

ORD-LU/RMW/rja/RMLU2024-00____
July 11, 2024