



(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC No. 02, s. 2007

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT/ REGIONAL/OPERATION/PROJECT MANAGERS  
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS  
AND ALL OTHERS CONCERNED.**

**SUBJECT : RULES ON GIFTS AND BENEFITS**

## I. PURPOSE

Guided by the principles that a 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 and consistent with the efforts of the national government to create a graft-free working environment, the National Irrigation Administration (NIA) is committed to upholding the highest standards of honesty and integrity throughout the Agency.

In the performance of their duties and responsibilities, the officials and employees of this Office should at all times display professionalism, honesty and integrity. Thus, any act of indiscretion or impropriety, or suspicion of indiscretion on their part, shall greatly affect the honor and dignity of the Agency and the people's confidence in it.

In this light, there is an imperative need to establish rules on gifts and benefits that are peculiar to the officials and employees of NIA.

## II. SCOPE

These Rules shall apply to all officials and employees of NIA, in addition to other prohibitions on soliciting and receiving gifts and benefits imposed by law.

### III. POLICIES AND RULES

**Section 1.** As used herein, the term:

*Gift* – refers to a thing disposed of gratuitously in favor of another, and shall include a simulated sale or a disposition onerous to the giver and/or unduly beneficial to the recipient.

*Benefit* – refers to a right, privilege, entertainment, exemption or any other similar act of liberality in favor of another.

*Agent* – a person who acts in representation of another.

**Section 2.** NIA officials and employees shall not solicit, directly or indirectly, gifts and/or benefits, for themselves or for others.

**Section 3.** NIA officials and employees shall not, directly or indirectly, accept or receive any gift or benefit from any party which may influence their official actions or which might reasonably be perceived as influencing or improperly relating to past, present or future performance of their official functions.

**Section 4.** In the course of the performance of their official functions, NIA officials and employees shall not accept any fee or remuneration beyond what they are legally entitled to receive in their official capacity in accordance with law.

**Section 5.** NIA officials and employees shall not accept or receive gifts and/or benefits, directly or indirectly, from any of the following:

- (a) Suppliers and contractors, and their agents; and
- (b) Other parties transacting business with the Office.

**Section 6.** NIA officials and employees shall likewise not accept or receive gifts and/or benefits from other persons belonging to the public sector not falling within the classification in the previous Section.

**Section 7.** NIA officials and employees may accept gifts and/or benefits from their spouses, children and parents, parents-in-law, brothers and sisters as well as other relatives within the 4<sup>th</sup> civil degree, provided the latter do not fall in the classification in Section 5. Gifts and/or benefits received under this Section valued at Two Thousand Pesos (P2,000.00) or more shall be recorded in a Registry Book to be provided and kept in custody by the Civil Security Affairs Office (CSAO).

The gifts and/or benefits allowed in this Section shall not be given and/or accepted within the Office and its premises or such other places temporarily occupied by the Office or its officers and employees in the conduct of office-related functions and activities.

**Section 8.** NIA officials and employees may give and/or receive token gifts of nominal value from their fellow officials and employees appropriate to the occasion in which it is made. A gift shall be considered nominal if it has a value of Three Hundred Pesos (P300.00), more or less, on a per giver/recipient basis or such similar amount as may be appropriate to the position and/or income of the giver. It must be understood, however, that if the aggregate amount of the token gifts of nominal value received under this section within the calendar year is Two Thousand Pesos (P 2,000.00) or more, the recipient shall cause the same to be recorded in a Registry Book in the custody of the CSAO.

NIA officials and employees may give and/or receive to/from their fellow officials and employees emergency contribution/assistance of reasonable value or amount in cases of death, illness and other similar situations.

**Section 9.** Officials and employees may receive plaques, awards, certificates, souvenirs or other tokens of appreciation or gratitude and/or benefits as appropriate to the occasion/ceremonies in which it is made provided that such plaques, awards or certificates, and/or benefits might not reasonably be perceived as intended to influence the officials/employees in the performance of their official functions.

**Section 10.** All prohibited gifts left at the Office or its premises shall be immediately returned to the giver. In circumstances where it is considered inappropriate or impractical to return the said gifts (e.g., perishable goods), the official or employee concerned shall immediately hand over the same to the Head, CSAO, or his duly designated representative, who shall dispose of the same in favor of charitable organizations, schools, libraries, museums or any other appropriate institutions or organizations, including indigent families. The Head, CSAO or his designated representative, shall report to the Administrator any incident covered by this Section.

**Section 11.** These rules shall not apply to the following:

- (a) Gifts and/or benefits received by the Office as an institution from other offices or organizations, including grants and donations;
- (b) Gifts or cash awards given by the Office to its officials and employees during Anniversary and Christmas celebrations and other milestone celebrations;

- (c) Gifts exchanged on occasions of Christmas celebrations among members of the Inter-Agency Anti-Graft Coordinating Council, the Constitutional Fiscal Autonomy Group and other organizations to which NIA belongs; and
- (d) Performance-based cash rewards, scholarship grants, and similar benefits granted to NIA officials and employees by appropriate government agencies, private institutions, or national or international organizations.

Under paragraphs a and c of this section however, if the total value of the gifts and/or benefits received is Two Thousand Pesos (P2,000.00) or more, it shall likewise be recorded in the Registry Book kept in custody by the CSAO.

**Section 12.** It shall be the duty of the Head, CSAO to submit quarterly reports to the NIA on gifts herein registered.

#### **IV. PENALTIES**

Any violation of these Rules shall be a ground for disciplinary action, without prejudice to the filing of appropriate criminal charges, if warranted, against the erring official and/or employee.

#### **V. EFFECTIVITY**

This Circular shall take effect immediately.

  
MARCELINO V. TUGAOEN, JR., Ph. D.  
Administrator