

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY

Philippine Sugar Center Building, North Avenue, Diliman, Quezon City
Tel. Nos.: 377-1922, 379-1869, 383-2694, 377-8820, 377-1283

RESOLUTION NO. 458
Series of 2014

**ADOPTION OF NO GIFT POLICY PURSUANT TO SECTION 29 OF GCG
MEMORANDUM CIRCULAR 2012-07, "CODE OF CORPORATE GOVERNANCE
FOR GOCCs"**

WHEREAS, under RA 10149 or GOCC Governance Act of 2011, the Governance Commission for Government-Owned and Controlled Corporations (GCG, for brevity) was created to act as central advisory, monitoring, and oversight body with authority to formulate, implement and coordinate policies for government-owned and controlled corporations;

WHEREAS, Section 29 of GCG Memorandum Circular No. 2012-07, "Code of Corporate Governance for GOCCs", mandates the adoption of a "No Gift Policy" by the Governing Boards of all government-owned and controlled corporation;

WHEREAS, GCG issued GCG Memorandum Circular No. 2012-12, "No Gift Policy of the Governance Commission for Government-Owned and Controlled Corporations"

WHEREAS, Laguna Lake Development Authority (LLDA, for brevity) is a government-owned and controlled corporation classified as Government Instrumentality with Corporate Powers or Government Corporate Entity in the aforementioned Act;

WHEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to formally adopt pertinent provisions of "No Gift Policy" of GCG Memorandum Circular No. 2012-12, viz:

1. **No Gift Policy.** - The Authority, 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:

- i. Honoraria given as speaker or resource person in seminars or where the officer or employee is participating by reason of his/her office with the Authority.
- ii. Sponsorship in any form of any of the internal programs, activities, and affairs of the Authority, such as Christmas parties, anniversary commemorations, etc.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES



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- iii. Advertisements in the publications of the Authority.
 - iv. 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.
 - v. Acceptance of invitations to social lunches and dinners with persons or entities under the jurisdiction of the Authority.
2. **Exceptions.** Exempted from this "No Gift Policy" are the following:
- i. The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy.
 - ii. 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;
 - iii. Acceptance of books, pamphlets, publications, and data and other information or reading materials that are directly useful to the Authority in the performance of its mandates, objectives and, and which books and other materials are given by individuals or organizations that have no pending business with the Authority as to create an actual or potential conflict of interest.
 - iv. The acceptance by LLDA officers and employees of a scholarship or fellowship grant, travel grants or expense for travel taking place within or outside of 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 Authority.
 - v. The acceptance or availment by the Authority 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 laws, rules and regulations.
3. **Requirement to Inform.** - Officers and employees are required to professionally inform any individual or organization with any actual or potential business with the Authority of this "No Gift Policy", the reasons the Authority has adopted this policy, and request that such individual or organization respect such policy. Notices informing walk-in clients and visitors of

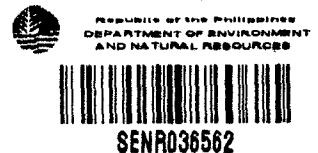
the Policy shall likewise be posted in conspicuous areas within LLDA premises.

4. **Return and Acknowledgement of Gift.** - *If the Authority, any of its officers or employees, receives a gift covered by this policy, such gift, if feasible, shall immediately and politely decline. 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 acknowledgement 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.

RESOLVED, FINALLY, that the General Manager or his duly authorized representative is hereby authorized to formulate, issue or revise, the appropriate policy guidelines necessary for the efficient and effective implementation of any and all of the provisions of this Resolution.

Approved on 13 February 2014, by referendum.





HON. RAMON JESUS P. PAJE

Secretary, Department of Environment and Natural Resources as
Chairman


HON. J.R. NEREUS O. ACOSTA, PhD

Secretary / Presidential Adviser for Environmental Protection &
General Manager, LLDA as
Vice-Chairman


HON. CASIMIRO A. YNARES III, M.D.

Representative of Hon. Rebecca A. Ynares,
Governor, Rizal Province as
Board Member


HON. CARLOS F. DOLENDO

Representative of Hon. George "E.R."
Ejercito, Governor, Laguna Province
as Board Member

HON. TEOFILO S. PILANDO, Jr.

Deputy Executive Secretary,
Office of the President
as Board Member

HON. ATTY. FRANCIS TOLENTINO


Chairman, MMDA
as Board Member

Board Resolution No. _____, Series of 2014, "Adoption of No Gift Policy Pursuant to Section 29 Of GCG Memorandum Circular 2012-07, "Code of Corporate Governance for GOCCs"


HON. MARGARITA R. SONGCO
Deputy Director-General, NEDA
as Board Member



HON. ZENAIDA C. MAGLAYA
Undersecretary, DTI
as Board Member



HON. CECILIO M. YNARES
President, Mayor's League of Rizal
as Board Member



HON. GILBERT G. LOZADA
Representative of Hon. Girlie "Maita"
Ejercito, President, Mayor's League
of Laguna as Board Member

Attested by:



MR. CESAR R. QUINTOS
Acting Board Secretary