

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

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MEMORANDUM NO. 67
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T O: All ViSCA Staff Members

R E: Administrative Procedures and Ethical Standards

In line with the drive of the Civil Service Commission to improve work efficiency and the general image of government officials and employees, all ViSCA staff members are required to strictly observe in all official transactions COA, DBM and CSC rules and regulations as well as all laws, executive orders, ordinances and policies approved by the ViSCA Board of Trustees.

As additional specific guides for all ViSCA staff members, the following norms of conduct for public officials and employees and Declaration of Policy are excerpted from Republic Act. No. 6713:

1. Public officials and employees shall always uphold 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.
2. 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 should not think of themselves as dispensers or peddlers of undue patronage.
3. 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, refrain from doing acts contrary to law and observe acceptable morals, 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 appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are co-terminous with theirs.
4. Public officials and employees shall provide service to everyone without discrimination and regardless of party affiliation or preference.
5. Public officials and employees shall extend prompt/courteous and adequate service to the public.

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6. 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.
7. 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 display of wealth in any form.

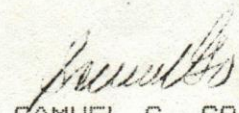
Declaration of Public Policy

"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."

Consistent with the provisions of Republic Act No. 6713 ViSCA staff members are required to render efficient, economical, effective, sincere, dedicated, prompt, relevant and courteous service to ViSCA's clientele.

A ViSCA staff should lead a modest, humble, honest and unpretentious way of life as he strives with determination for excellence in his field of specialization. He should anchor his professional growth on integrity, morality, professional competence and the merit system.

Please be guided accordingly.


SAMUEL S. GO
President