

**CODE OF ETHICAL STANDARDS
FOR SOCIAL SECURITY SYSTEM
OFFICIALS AND EMPLOYEES**



SOCIAL SECURITY SYSTEM

Code of Ethical Standards for Social Security System Officials and Employees

Social Security Commission Resolution No. 376-s.2008

July 10, 2008

- (xii) Violating Reasonable Office Rules and Regulations, SSS Circulars, Office Orders, Guidelines, Policies and Procedures.

Section 9. *Disciplinary Action and Penalties.* Violation of the provisions of this Code shall be a ground for disciplinary action under existing Civil Service Rules and Regulations and may be meted with the appropriate penalty if found guilty, without prejudice to the filing of appropriate criminal or civil action, if warranted.

Section 10. *Procedural Rules.* The disposition of cases under this Code shall be governed by existing Civil Service Rules and Regulations on procedures.

Section 11. *Amendments.* The Social Security Commission may amend or modify this Code as may be necessary.

Section 12. *Separability Clause.* If any provision of this Code or the application of such provision to any person or circumstances is declared invalid, the remainder of the Code or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 13. *Effectivity.* This Code shall take effect fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation and upon filing with the University of the Philippines Law Center three (3) certified copies thereof.

CODE OF ETHICAL STANDARDS FOR SOCIAL SECURITY SYSTEM OFFICIALS AND EMPLOYEES

Section 1. *Title.* This Code shall be known and cited as "Code of Ethical Standards for Social Security System (SSS) Officials and Employees."

Section 2. *Declaration of Policy.* It is the policy of the SSS to promote a high standard of ethics, maintain honesty and integrity in public service and take positive and effective measures to prevent graft and corruption. SSS officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, efficiency and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.

Likewise, as trustee of the funds contributed by the members by compulsion of law, the SSS needs to adopt a Code of Ethical Standards that shall cover all SSS officials and employees by reason of the very distinct nature of their responsibility.

Section 3. *Vision.* The SSS aims to develop and promote a viable, universal and equitable social protection scheme through world-class service.

Viable means that it is financially sustainable, non-distortionary, and requires no government subsidy. Current and future generations of workers and retirees are also assured of meaningful benefits in return for their contributions.

Universal means that protection shall be provided to all residents of the Philippines, citizens and non-citizens alike, regardless of race, creed, gender, age, geographic location and socio-economic status.

Equitable means fair and uniform coverage shall be made available to all. Benefit entitlements shall be closely linked with contributions.

World-class service means that the highest standards of service shall be used to ensure total member satisfaction. A multi-skilled, forward-looking and generalist SSS workforce shall provide service that is prompt, accurate and courteous.

Section 4. Coverage. This Code shall apply to all SSS officials and employees, whether in the career or non-career service.

Section 5. Duty of SSS Officials and Employees. All SSS officials and employees shall have the duty to comply with all the laws and regulations applicable to public servants including but not limited to the 1987 Constitution, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Republic Act No. 3019 (Anti Graft and Corrupt Practices Act), Civil Service rules and regulations, SSS Manual on Personnel Policies, Rules and Regulations and all other internal office policies, issuances and procedures.

Section 6. Definition of Terms. As used in this Code, the term:

1. "Ethics" or "Code of Ethics" means precepts expressing in general terms the standards of professional conduct expected of SSS officials and employees in their relationship with the public, SSS members and co-employees.
2. "SSS officials and/or employees" refer to officials and employees of both the SSS and Social Security Commission (SSC) including commissioners and coterminous employees.
3. "Confidential Information" means all information classified as confidential by reason of statute, court order, administrative policy or mutual agreement; or records and reports submitted by the employer or the member to the SSS pursuant to Section 24 (c) of the Social Security Law (Republic Act No. 8282) as well as information not yet made public including pending cases, information or records concerning the work of any SSS official or employee, which includes among others notes, drafts,

physical or verbal within SSS premises or immediate vicinity thereof;

- (iv) Discriminating against SSS members, employers, SSS officials or employees by word or conduct, bias or prejudice based on race, religion, national or ethnic origin, gender, belief or political affiliation, sexual orientation, age, marital status, color and mental or physical disability;
- (v) Owning, reproducing, distributing, sharing or passing on defamatory or scurrilous letters, articles or any other similar materials relating to SSS or its officials and employees;
- (vi) Committing acts of disrespect or discourtesy as defined under Civil Service rules and regulations against SSS officials, employees and members;
- (vii) Coercing an SSS official or employee to facilitate his pending personal or immediate family's transaction with SSS ahead of the other transactions earlier received;
- (viii) Using official position to secure unwarranted benefits, privileges or advantages for himself or for others;
- (ix) Rumor mongering which tends to destroy the reputation of any SSS official or employee or cause chaos or confusion in the workplace resulting to lost man-hours and/or reduced productivity;
- (x) Making unnecessary noise such as but not limited to high volume music, boisterous laughter, blabbering, ranting or shouting which tends to disrupt the peace and tranquility in the office or disturb a co-worker thus affecting his productivity;
- (xi) Engaging in conduct incompatible with the faithful discharge of his official duties; and

- 2) Compelled under contempt of court through disobedience of a valid court order;
- 3) Made only to persons duly authorized to receive the same.

B. *Conflict of Interest*

- (i) Having any financial or material interest, directly or indirectly, in any transaction requiring the approval of his office;
- (ii) Engaging in the private practice of his profession unless authorized by the 1987 Constitution or law and that such practice will not conflict or tend to conflict with his official functions and provided further that there is prior written approval from the Office of the President and CEO.

With respect to the members of the Social Security Commission and their coterminous staff, authority shall be granted by the Chairman;

- (iii) As a member of the SSS, borrowing therefrom without the written approval of the Human Resource Administration Department. Provided, the employee-member shall settle all short-term loans with the SSS prior to separation from service in compliance with the amortization schedule as required by the rules. Provided further, all short-term loans shall become due and demandable upon separation from service.

C. *Good Conduct and Discipline*

- (i) Using the assets and resources of the SSS, including funds, properties, goods, services, postal mail and official time for personal purposes;
- (ii) Falsifying, concealing, tampering, destroying or making unauthorized alteration or disposal of any SSS or SSC official records;
- (iii) Engaging in a fight with co-workers or members whether

research papers, internal discussions, internal memoranda, records of internal deliberations and similar papers.

4. "Career Service" shall be characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
5. "Non-Career Service" shall be characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.
6. "Immediate family or relative" shall include relatives within the fourth civil degree of consanguinity or affinity.

Section 7. *Norms of Conduct.* Every SSS official and employee shall observe the following standards of personal conduct in the discharge and execution of official duties pursuant to Republic Act No. 6713:

1. *Commitment to public interest.* — SSS officials and employees shall always uphold the public interest over and above personal interest. All SSS 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. *Professionalism.* — SSS 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;

3. *Justness and sincerity.* — SSS 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;
4. *Political neutrality.* — SSS officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference;
5. *Responsiveness to the public.* — SSS 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, SSS 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 and avoid red tape;
6. *Nationalism and patriotism.* — SSS 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 the veneration of national heroes, preservation of national and cultural heritage and appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion;

7. *Commitment to democracy.* — SSS 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; and
8. *Simple living.* — SSS officials and employees shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

Section 8. Prohibited Acts and Transactions. In addition to acts and omissions of public officials and employees proscribed in the 1987 Constitution, Republic Act No. 6713, Republic Act No. 3019, SSS Manual on Personnel Policies, Rules and Regulations and other existing laws, rules and regulations, the following are considered prohibited acts and transactions of any SSS official and employee:

A. Confidentiality

- (i) Using or divulging confidential or classified information officially known to him by reason of his office and not made available to the public, either to further his private interests, or give undue advantage to anyone; or to prejudice the public interest;
- (ii) Disclosing confidential information given by parties, counsel, witness, or any other person during investigation in a pending administrative case except when expressly authorized by the disciplining authority;
- (iii) Disclosing confidential information obtained from Social Security Commission meetings, Executive Management Committee meetings, other committee meetings and other meetings of similar nature;

The foregoing shall not apply when disclosure is:

- 1) Compelled under pain of penalty provided under a valid statute;

THE COMMITTEE

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