

Employee's Manual

PHILIPPINE GUARANTEE CORPORATION



PHILGUARANTEE

Philippine Guarantee Corporation

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Introduction

This Employee's Manual ("Manual") is your essential source of human resource information in the Philippine Guarantee Corporation (PHILGUARANTEE or the "Corporation"). It describes basic human resource policies, guidelines, and procedures for employees working at PHILGUARANTEE.

Employees are expected to understand this Manual as it is a useful reference for understanding PHILGUARANTEE's mandates and operations, and your roles and responsibilities with us. It will help you understand where you are in the Corporation, how we can work together to build it, and how we can be of help with each other. Keep in mind that you are an essential part of the Corporation, and you were chosen and employed to further your knowledge, abilities, and talents during your time within the Corporation.

This Manual covers four (4) parts – the work environment in the PHILGUARANTEE offices, your career with us, your compensation, benefits and incentives, the disciplinary measures for government employees, and the rules and procedures for leaving PHILGUARANTEE.

However, this Manual is not intended to cover every instance of your employment within the Corporation. While working here, a variety of situations may happen. It is your Head, whether in your Office, Group, Department or Division, that will provide the additional working procedures pertinent to your position.

If you have questions not answered in this Manual or on the application of any information within this Manual, see your Head or any of our Human Resource Officer.

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About Philguarantee

PHILGUARANTEE is Government-Owned and Controlled Corporation (GOCC) providing state guarantee to priority sectors, micro, small and medium enterprises (MSMEs), agriculture and housing.

PHILGUARANTEE is a product of the merger and consolidation of Philippine guarantee programs and agencies pursuant to Executive Order (EO) No. 58, series of 2018. As a GOCC, it is under the jurisdiction of the Governance Commission for GOCCs (GCG), the government's central policy-making and regulatory body for GOCCs.

Mandate

PHILGUARANTEE's primary objective is to perform its development financing role through the provision of credit guarantees in support of trade and investments, exports, infrastructure, energy, tourism, agricultural business/modernization, housing, MSMEs, and other priority sectors of the economy, with the end view of facilitating and promoting socio-economic and regional development.

Our Core Values

1. Adaptability to innovation

This organization shall not endure if without evolving and adapting to the business changes, and more especially in times of difficulties like this Pandemic.

2. Reliability

As we seek to earn the public's trust on our efforts, we will reciprocate with the assurance of reliability and with it, a restored reputation that we can hold on with pride as an institution, and prestige as public servants working with it.

Approving the Merger of the Home Guaranty Corporation and the Philippine Export-Import Credit Agency (Philexim), Transferring the Guarantee Functions, Programs and Funds of the Small Business Corporation, and the Administration of the Agricultural Guarantee Fund Pool and the Industrial Guarantee and Loan Fund to the Philexim, and Renaming the Philexim as the Philippine Guarantee Corporation

Our Vision

By 2025, PHILGUARANTEE shall be a strong and trusted state-owned enterprise, the reliable and responsive partner in championing inclusive growth and catalyzing regional development of economic sectors, and a key regional player for guarantee finance in the ASEAN community.

Our Mission

As the principal agency for state guarantee finance of the Philippines, we provide accessible, reliable and efficient guarantee systems to enable credit for stakeholders in trade and investments, infrastructure, housing, agriculture, MSMEs and other priority sectors of the government.

3. Integrity

In everything we do, we work with the belief that we can be trustworthy and united as one with the activities that we undertake in the name of public service.

4. Service Commitment

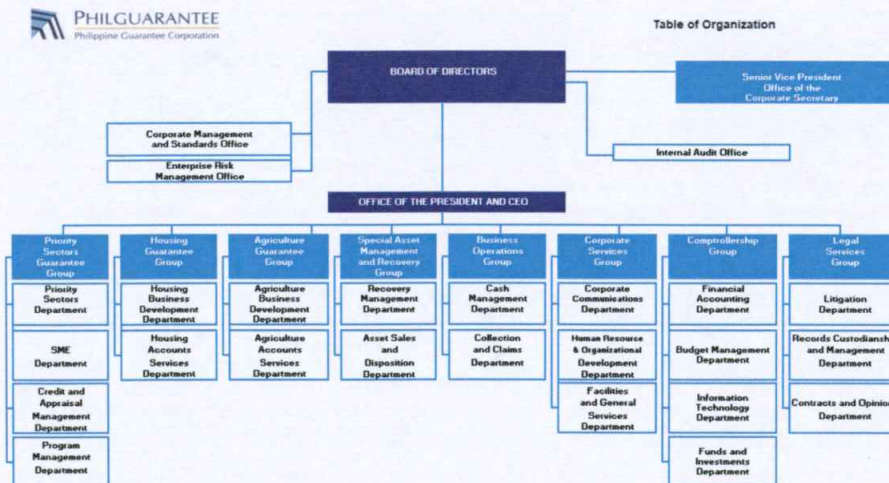
As we seek to earn the public's trust on our efforts, we will reciprocate with the assurance of reliability and with it, a restored reputation that we can hold on with pride as an institution, and prestige as public servants working with it.

5. Empowerment

As we achieve our mission, we have in fact afforded our clients and the sectors the means to be economically empowered to reach their business success.

Our Organization Structure

On July 4, 2019, GCG approved the restructuring of PHILGUARANTEE under Memorandum Order No. 2019-10.



For more information about PHILGUARANTEE, visit www.philguarantee.gov.ph

PART I. Our Work Environment

*"Pangangalagaan ko ang tiwalang ipinagkaloob ng mamamayan.
Maglilingkod ako nang may malasakit, katapatan, at kahusayan na walang kinikilingan."*

- Panunumpa ng Lingkod Bayan

CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS

PHILGUARANTEE adheres to Section 4 of R.A. 6713, which expects officials and employees in the government to observe the following:

- 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.
- 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.
- 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.
- Political Neutrality.** Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- 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

³Revised 2021 Panunumpa ng Lingkod Bayan under Civil Service Commission (CSC) Memorandum Circular (MC) No. 15, s. 2021

⁴Code of Conduct and Ethical Standards for Public Officials and Employees

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 display of wealth in any form.

CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS

As prescribed by the Civil Service Commission (CSC) Memorandum Circular (MC) No. 17, series of 2009 , except for open spaces designated as smoking areas, PHILGUARANTEE adopts and promulgates a "100% Smoke Free Policy" and a smoking prohibition in PHILGUARANTEE premises, buildings, ground and government vehicles to ensure a healthy and productive workforce.

The "no smoking" policy prohibits the use of all tobacco products, including cigarettes, electronic cigarettes, cigars, pipes and chewing tobacco, while in non-smoking areas. The use of vape/vaping devices are also prohibited in non-smoking areas.

"Smoking Area" signs shall be posted in designated location/s.

Any violation of the Policy shall be considered a ground for disciplinary action pursuant to Rule XIV (Discipline) of the Omnibus Rules Implementing Book V or Executive Order No. 292 .

DRUG-FREE WORKPLACE

In compliance with Section 36, Article III of the Comprehensive Dangerous Drugs Act of 2002 and CSC MC No. 13, series of 2017 , drug testing shall be done by all employees in accordance with the policies set forth by regulatory agencies.

³Smoking Prohibition Based on 100% Smoke-free Environment Policy

⁴Administrative Code of 1987

⁵Republic Act No. 6165, series of 2002

⁶Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes

PHILGUARANTEE shall conduct drug testing, in an interval of two (2) years from the first drug testing, to ensure that the Corporation remains a drug-free workplace.

The Corporation shall refer an employee who tested positive for dangerous drugs for counseling, treatment, rehabilitation, or appropriate intervention.

Any official or employee found to have used dangerous drugs during the prescribed period of their intervention/rehabilitation, refused to undergo treatment or rehabilitation, not issued appropriate certificate of completion, refused to submit to drug testing, tested positive for the second time in a random drug test after completion of treatment/rehabilitation, tampered the result of a drug test or interfered in the conduct of drug test or in the release of results, caught using or peddling drugs shall be charged with administrative offense, pursuant to the Dangerous Drug Act ⁷.

CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS

The Corporation requires that all directors, officers, and employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in the performance of their duties and functions, without expectation of any undue favor or reward.

Section 29 of the Code of Corporate Governance for GOCCs states that every Governing Board shall formally adopt a "No Gift Policy" within the GOCC and ensure its full advertisement to the community and its strict implementation by particular set of rules.

A "gift" shall refer to a thing or a right 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.

Exceptions to the "No Gift Policy" are as follows:

- a. Contribution/assistance of reasonable value or amount received or given by PHILGUARANTEE officials and employees to or from their fellow officials and employees;
- b. Certificates, plaques, cards, thank you notes or other written forms of souvenir or mark of courtesy;
- c. Seminar bags and its contents and moderately priced meals and beverages that officers and employees obtain at events and which are offered equally to all members of the public attending the event;
- d. Books, pamphlets, publication, data and other reading materials that are directly useful to the Corporation in the performance of its mandates and objectives;
- e. Scholarship or fellowship grant, travel grants or expense for travel, if such are appropriate and consistent with the interests of the government, and permitted by the Chairman of the Board;

⁷CSC MC No. 13, s. 2017

⁸GCG MC No. 2012-07

- f. Availment by the Corporation of grants from local or foreign institutions in the pursuit of its mandates, provided that the availment thereof shall be strictly in compliance with applicable procurement laws;
- g. Corporate gifts as token of gratitude during anniversary and special occasions received by the Corporation as an institution from government entities;
- h. Small gifts of insignificant value that may be exchanged between and among PHILGUARANTEE officials and employees appropriate to the occasion in which it is made;
- i. Performance-based cash rewards and similar benefits granted to PHILGUARANTEE personnel by government agencies, and non-profit award-giving bodies; Provided, that the awards are pursuant to the programs or projects that are available to the general public, and the grant of which might not be reasonably perceived as intended to influence official action; and
- j. Unsolicited gifts or tokens of nominal or insignificant value offered or given as a mere ordinary token of gratitude or friendship according to local customs or usage in accordance with Section 14 of R.A. 3019 and Section 3 of R.A. 6713¹².

If the Corporation or any of its employees receive a gift, which is not exempted under this policy, such gift shall immediately and politely be declined. If the gift is a perishable item, it shall be donated to an appropriate charitable or social welfare institution. A pro-forma acknowledgement letter shall be sent to the donor informing him/her of the Corporation's "No Gift Policy" and that the gift has been returned or donated.

The Integrity Committee shall determine whether or not the gift is covered by the Corporation's "No Gift Policy".

Any violation of this "No Gift Policy" shall be subject to disciplinary action and penalty in accordance with the specific provisions of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), R.A. 6713, R.A. 3019, and other pertinent laws, rules and regulations.

WHISTLEBLOWING POLICY

Employees are encouraged to make a voluntary disclosure or "whistleblow" illegal acts committed against the Corporation by another employee, members of the Board of Directors, or a third party (consultants, contractors, suppliers, service providers, vendors or any other persons who have similar dealings or transactions with PHILGUARANTEE).

"Whistleblowers" may report to the Whistleblowing Committee actions that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to

¹¹Anti-Graft and Corrupt Practices Act

¹²Code of Conduct and Ethical Standards for Public Officials and Employees

the Corporation and/or government such as, but not limited to abuse of authority, bribery, conflict of interest, destruction/manipulation of records, fixing, inefficiency, making false statements, malversation, misappropriation of assets, misconduct, money laundering, negligence of duty, nepotism, plunder, receiving commission, solicitation of gifts, taking undue advantage of corporate opportunities, undue delay in rendition of service, undue influence, violation of procurement law.

The Whistleblowing Committee's ex-officio chair is the Senior Vice President of the Legal Services Group.

ANTI-RED TAPE ACT

In compliance with the Anti-Red Tape Act of 2007, PHILGUARANTEE has established a Task Force on Anti-Red Tape to oversee the implementation of the following mandates:

- To promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices aimed at the prevention of graft and corruption in government.
- To maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified procedures that will reduce red tape and expedite transactions in government.

As prescribed by the policy, PHILGUARANTEE seeks to improve frontline services through regular time and motion studies, evaluation, improvement, and re-engineering of transaction systems and procedures to reduce bureaucratic red tape and processing time.

A product of the abovementioned is the establishment of PHILGUARANTEE's service standards known as Citizen's Charter.

As of date, every office/group/department has its established Citizen's Charter.

CITIZEN'S CHARTER

Posted around PHILGUARANTEE's office premises are its Citizen's Charter in the form of information billboards. The Citizen's Charter are also in the Corporation's website.

All employees are encouraged to read and understand the Citizen's Charter, especially the ones belonging to his/her office or department to better assist our clients and the general public.

¹³Republic Act No. 9485

CUSTOMERS SATISFACTION

The Corporation takes client/customer satisfaction seriously.

As such, it also had already established measurement procedures in the form of surveys either distributed to our walk-in clients or via online through a third-party research/survey company.

For the past years, the Corporation takes pride that clients gave employees a "very satisfied" rating in terms of services and would like to continue this tradition of excellence in the provision of services.

PUBLIC ASSISTANCE AND COMPLAINTS DESK

In accordance with the Anti-Red Tape Act, PHILGUARANTEE has established a public assistance and complaints desk.

For feedback and complaints of walk-in clients, the public assistance and complaints desk is located at the 3rd Floor, Jade Building.

Walk-in clients, employees and other personnel inside the office premises are also encourage to surrender lost and found items in the public assistance and complaints desk.

PUBLIC ASSISTANCE AND COMPLAINTS DESK

Employees are encouraged to embrace feedbacks and complaints as opportunities for improvement in their respective positions.

Employees may advise external clients to send their feedback and complaints through the following channels:

Mail	Compliance Management & Standards Office (CMSO) Philippine Guarantee Corporation 17th Floor BDO Towers Valero 8741 Paseo de Roxas Street, Makati City 1226, Philippines
E-mail	ccso@philguarantee.gov.ph or cd@philguarantee.gov.ph
Telephone	(632) 8885-4700

The Compliance Officer shall acknowledge the feedback and complaints received and shall assign a reference number of the feedback/complaint for possible client's follow-up.

DISCLOSURE AND MISUSE OF CONFIDENTIAL INFORMATION

Employees are responsible for safeguarding the Corporation's sensitive information. Disclosure of confidential or restricted information of PHILGUARANTEE, including technical and business information, trade secrets, or any other proprietary data, will not be tolerated.

Upon assumption of office, all employees shall be required to sign a Non-Disclosure Agreement (Annex A) to ensure the protection of PHILGUARANTEE's business affairs.

EXTERNAL COMMUNICATION

Employees are responsible for safeguarding the Corporation's sensitive information. Disclosure of confidential or restricted information of PHILGUARANTEE, including technical and business information, trade secrets, or any other proprietary data, will not be tolerated.

Upon assumption of office, all employees shall be required to sign a Non-Disclosure Agreement (Annex A) to ensure the protection of PHILGUARANTEE's business affairs.

EMAIL COMMUNICATION

Email is provided to all authorized users to assist them in the performance of their duties. All email communications done using their official email address provided by the Corporation shall be limited to business communications. Personal use is inappropriate and is discouraged.

Email shall not be used for transmission of information that promotes or transacts with computer virus or any other form of malware; obscene, profane or offensive materials; solicitation or any other unlawful activity.

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Email shall not be used for transmission of information that promotes or transacts with computer virus or any other form of malware; obscene, profane or offensive materials; solicitation or any other unlawful activity.

TELEPHONE COURTESY

The office telephone is for official use. Employees are advised to answer calls within the third ring. In answering phone calls, mention your name and department or office to which you belong. In case of delay, politely ask the caller to hold the line. When taking messages, take note of the complete name, company, telephone number and message of the caller. End the conversation by thanking the caller and place the receiver gently on the hook.

Employees are discouraged to entertain personal calls during office hours.

INTERNET USAGE AND ICT RESOURCES

Employees to whom Information and Communication Technology (ICT) resources are assigned shall be primarily accountable and responsible for their proper use, maintenance, and care.

Users must not unlawfully reproduce, operate, or install any software, including games, utilities, screen savers or different versions of standard software on desktop computers and other ICT resources. ICT resources must not be moved, and personal computers shall not be connected to the PHILGUARANTEE network without prior consultation and approval from the Head of the Information and Technology Department.

Access to online games or sites that contain obscene, hateful, pornographic, unlawful violent, as well as downloading, copying or pirating software and electronic files that are copyrighted are strictly prohibited.

WORKING HOURS, ATTENDANCE, AND PUNCTUALITY

Employees are required to observe the official working hours and ensure compliance to existing rules on attendance.

In accordance with CSC ruling, the Corporation implements a flexible time work schedule from 7:00 AM to 7:00 PM, provided service to the public shall be uninterrupted from 8:00 AM to 5:00 PM.

Core hours shall be from 10:00 AM to 4:00 PM.

During pandemic or public health emergencies, the policy on Flexible Work Arrangement or other relevant issuances shall be followed.

DAILY TIME RECORD

Employees shall register their time in/out, using the biometrics installed designated for permanent employees, upon arrival, during lunch break and before departure from office.

In addition to biometrics, a daily time record/logbook of attendance shall be maintained which shall indicate the time of arrival and departure of employees in the office. All entries shall be in chronological order and must be consistent with the entries in the biometrics.

LUNCH AND SNACK BREAKS

Lunch break shall be taken from 11:00 AM to 1:00 PM for the duration of one (1) hour. Employees may take 15-minute snack breaks in the morning and in the afternoon.

Please be reminded to follow allotted durations and avoid extending.

TARDINESS AND ABSENCES

Under CSC MC No. 1, s. 2017, below are the violations and offenses an employee can commit for frequent tardiness/under time and absenteeism.

Violations	Description	Offenses/Disciplinary Action
Habitual Tardiness/Undertime	Tardiness/Undertime incurred regardless of the number of minutes per day, 10 times a month for two (2) consecutive months during the year, or for at least two (2) months in a semester.	Light Offense subject to the following: 1st Offense – Reprimand 2nd Offense – Suspension for 1-30 days 3rd Offense – Dismissal
Habitual Absenteeism/Loafing	Unauthorized absences incurred that exceeds the allowable 2.5 days monthly leave credits for three (3) months in a semester or three (3) consecutive months during the year	Grave Offense subject to the following: 1st Offense – 6 months to 1 year suspension 2nd Offense – Dismissal

OBSERVANCE OF FLAG CEREMONIES

All officials and employees are required to attend the weekly flag raising ceremony every Monday at 8:30 AM.

There shall be a flag lowering ceremony before the end of business hours every Friday.

APPROPRIATE OFFICE ATTIRE

Employees shall wear only the official uniform as prescribed by the Corporation every year. Only employees who are on official travel and field assignment outside of Metro Manila are exempted from the wearing of uniforms. Female employees may wear mourning dress for 40 days after the death of relatives; maternity dress or any appropriate dress commencing in the third month of pregnancy and 1 month after giving birth.

¹⁴ Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours

Wearing of slippers/step-ins within the office premises is strictly prohibited during office hours. Male employees are required to wear shoes appropriate for their uniforms. The wearing of denim pants, rubber shoes, and colored undershirt is not allowed.

Executive Officers, Department Managers, lawyers and personnel under the supervisory/management career band are exempted from wearing the prescribed uniforms.

IDENTIFICATION (ID) CARD

ID cards issued to employees must be worn at all times while on office premises.

Lost ID card must be reported immediately to the Human Resource Organizational Development Department.

PERSONNEL INFORMATION/RECORDS

PHILGUARANTEE safekeeps 201 File records. The 201 File is the compilation of an individual's records during your employment with PHILGUARANTEE. Any work-related record/document submitted by staff or his/her supervisors in the course of employment shall belong to such compilation, in accordance with the appropriate CSC rules.

STATEMENT OF ASSETS, LIABILITIES AND NETWORTH

Government employees have the obligation to accomplish and submit declarations under oath of, and the public has the right to know their statement of assets, liabilities, net worth (SALN) and financial and business interests, including those of their spouses and unmarried children under eighteen (18) years of age living in their households.

Typically, employees submit their SALN on or before April 30 of every year and thereafter and within thirty (30) days after separation from the service.

Failure of an official or employee to submit his/her SALN shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.¹⁷

PERSONAL DATA SHEET (PDS)

Pursuant to the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), as amended, employees are required to submit their updated PDS (CSC Form 212) on or before the 1st day of March every year.

GENERAL COURTESY

PHILGUARANTEE employees shall uphold a professional image and conduct at all times, which include proper hygiene and good manners.

¹⁵ CSC MC No. 8, s. 2007: Management of 201/120 Files

¹⁶ Section 8 of RA 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees

¹⁷ Section 11 of RA 6713

Employees are reminded to keep their cubicles neat and tidy. Desks are to only hold work-related items. Thus, personal effects are not allowed. The Corporation will not be held liable for any lost valuables.

Playing of soft music is permissible as long as not distracting to adjacent colleagues.

Guests, including children, are only allowed in the lobbies and the library. Personal engagements are to be minimized during office hours.

Other prohibitions include gambling, making loud noises, drinking liquor, and other disruptive behavior during office hours.

LOITERING

Employees shall refrain from loitering around and doing non-work related activities during office hours.

CARE AND MAINTENANCE OF RESOURCES AND FACILITIES

Employees shall maintain a clean and organized workplace at all times. In support of conservation of energy, employees must be mindful of resource consumption and shall:

1. Turn off computers and AVRs and unplug unused appliances before leaving the office;
2. Be observant of one's surroundings and take the initiative to act in the best interest of the Corporation;
3. Shred sensitive documents for disposal; and
4. Recycle.

INFORMATION SECURITY

In relation to promote commitment to quality and preserve the confidentiality of information at all levels of the organization, the following quality and information security sub-policies must be observed:

1. **Unattended User Equipment**
 - a. Photocopiers, fax machines, printers and other office equipment shall not display or contain confidential information when left unattended.
 - b. Laptops, cellphones, external storage media must not be left unattended.
2. **Clear Desk and Clear Screen**
 - a. All employees are expected to operate on a clear desk policy.
 - b. Outside regular working hours, all employees must clean their desk and working areas such that all sensitive or valuable data such as plans, contract, etc. are properly secured.

- c. Desks must be absolutely clear and clean during non-working hours and documents considered to be confidential in nature are to be stored in a secure manner.
- d. When not in use, sensitive information left in an unattended room must be locked away in appropriate containers.
- e. All users who handle company's secret, confidential or private information must adequately conceal such information from unauthorized disclosure to nearby non-authorized parties.
- f. All office users must lock file cabinets where all sensitive material will be secured when they are away from their desk. A duplicate of the file cabinet's key/s must be given to an appointed employee in case of loss.
- g. All users of workstations (desktop and laptops) shall ensure that their screens are clear or blank when not being used.
- h. Equipment is always to be safeguarded appropriately, especially when left unattended. Screen saver with password protection must be used to lock the workstation when left unattended.

3. IMS Policy Card

IMS Policy Card are issued by the Information Technology Department. Allot time to read and understand the policy statement and its corresponding specific policies.

PART II. Your Career

"Lilinangin ko ang aking sariling kakayahan upang sa lahat ng panahon ay mapaglingkuran ko nang buong kahusayan ang sambayanan."

– Panunumpa ng Lingkod Bayan

LEARNING AND DEVELOPMENT

PHILGUARANTEE promotes learning and development through various programs, projects, and activities geared towards promoting both professional and personal growth.

In addition to purposive training that addresses critical competency gaps, other learning and development efforts include the following:

- Participation to public or in-house training program
- Orientation/reorientation
- Coaching sessions
- Foreign scholarship training programs
- Local scholarship training programs
- Study leave program
- Wellness program
- Values development program
- Educational support facility
- Continuing Professional Development (CPD)
- Attendance to conferences and conventions
- Sports fest/teambuilding activity
- Participation in external activities
- Pre-retirement program

The utilization of the above mentioned learning and development programs and activities shall be guided by the following:

1. Availment of human resource development shall be based on performance, organizational needs, and career plan.
2. Availment of program or activities should be recommended by their respective supervisors/department heads.
3. Attendance on authorized learning and development program/activities shall be on official time.
4. Each employee is allocated a training budget of P15,000.00 per annum; Mandatory trainings shall not be included in the budget limitation.
5. Attendance to authorized conference and conventions organizers may be authorized based on the guidelines of CPCS No. 2021-11 of the GCG.
6. Scholarship and study leaves shall be covered by a service contract.
7. Employees with a performance rating of at least "Satisfactory" for a rating period, can avail local trainings, seminars, workshops or conventions.

PERFORMANCE EVALUATION

One of the means employee's performance is evaluated is through PHILGUARANTEE's Strategic Performance Management System (SPMS).

Through this system, employee goals, objectives and outputs are aligned to the goals, objectives and outputs of the division, department, office or group that they belong to. As such, it is through this system that employee performance aligns with Corporation's performance in meeting its overall goals and objective.

It is also through this system that supervisors and heads are able to review and evaluate their subordinates, pinpoint their strengths and weaknesses and coach and mentor employees, as needed.

The SPMS has four stages, described as follows:

1. Performance Planning and Commitment

This is done within the quarter preceding the rating period, or every 4th quarter of the preceding year. During this stage, employees and their supervisors/ heads agree upon the performance targets and measures upon which employees commit and agree to be evaluated.

2. Performance Monitoring and Coaching

This is done throughout the year wherein performances are monitored at every level. Supervisors and heads act as coaches and mentors to employees to provide an enabling environment for

* Compensation and Position Classification System (CPCS) No. 2021-11: Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia, and Similar Non-training Gatherings Sponsored by Non-government Organizations or Private Institutions

their subordinates.

3. Performance Review and Evaluation

Performance review and evaluation is done annually. As such, employees are required to submit their computed ratings to their supervisors or heads using the Individual Performance and Commitment Review (IPCR) form after each rating period. Their supervisor or head shall then review and evaluate their performance rating. Accomplished IPCRs are then submitted by their respective office or group to their Human Resource Officer.

4. Performance Rewarding and Development Planning

Results of the performance evaluation and assessment shall serve as inputs for the Corporation's human resource and development plans and programs and basis for the conferment of incentives and rewards.

The agency's human resource plan includes identification and provision of developmental interventions, and conferment of rewards and incentives. There shall be a discussion of performance assessment result by the supervisors with the employees.

In the Performance Review and Evaluation stage, every employee is assessed based on the following dimensions:

- **Effectiveness/Quality** – It is the extent to which actual performance compares with targeted performance. It relates to the degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
- **Efficiency** – It refers to the extent time or resources are used for the intended task or purpose. It measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
- **Timeliness** – It measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators are utilized to evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.

Employees are then assessed using a 5-point rating scale as follows:

For Quality:

Numerical	Adjectival	Description
5	Outstanding	Signed/Approved on 1st submission
4	Very Satisfactory	Signed/Approved on 2nd submission
3	Satisfactory	Signed/Approved on 3rd submission
2	Unsatisfactory	Signed/Approved on 4th submission
1	Poor	Signed/Approved on the 5th and succeeding submissions

For Efficiency:

Numerical	Adjectival	Description
5	Outstanding	Performance exceeded expectation by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the tasks. Accomplishments were made in more than expected but related aspects of the target.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance met 100% to 114% of the planned targets.
2	Unsatisfactory	Performance only met 51% to 99% of the planned targets and failed to deliver one or more critical aspects of the target.
1	Poor	Performance failed to deliver most of the targets by 50% and below

For Efficiency:

Numerical	Adjectival	Description
5	Outstanding	Accomplished 9 days or earlier before the deadline
4	Very Satisfactory	Accomplished 4 to 8 days before the deadline
3	Satisfactory	Accomplished 3 days before to 3 days after the deadline
2	Unsatisfactory	Accomplished 4 to 14 days past the deadline
1	Poor	Accomplished 15 days or more past the deadline

For late or non-submission of accomplished IPCR forms because of an employees' fault, concerned employees and their immediate supervisor shall be disqualified from performance-based incentives that employ the use of the IPCR such as the Performance-based bonus (PBB) and Program on Awards and Incentives for Service Excellence (PRAISE).

Group Heads who shall fail to notify their subordinates of their "Unsatisfactory" or "Poor" performance during a rating period shall be charged with an administrative offense for neglect of duty.

The employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the Performance Management Team (PMT) within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Group Head. The PMT shall decide on the appeals within one month from receipt.

Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the Civil Service Commission, within 15 days from receipt of the order or notice of separation.

PROMOTION

Whenever publications of vacant positions are announced, employees that meet the qualification standards for that position may vie for promotion.

The PHILGUARANTEE Merit Selection Plan serves as guidelines in the processing of all candidates vying for positions in the Corporation. This procedure is in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (R-ORAOHRA) of the CSC.

GOVERNMENT INTERNSHIP PROGRAM

Pursuant to EO No. 139 s. 1993, the PHILGUARANTEE Government Internship Program (GIP) was established with the aim of providing opportunity to the youth participants to experience and be involved in government programs and projects, to instill appreciation of public service, to provide a source of income, and to create a competent recruitment pool for PHILGUARANTEE.

Participants who are 18-24 years of age, presently enrolled or was previously enrolled and not a previous GIP participant, may be qualified under the program.

All interns are expected to assist the supervisor and/or the department. They shall report to work from Mondays to Fridays, at least 8 hours/day, 40 hours per week.

A Certificate of Internship Completion shall also be issued to the Interns able to complete the program.

POLICY ON FOREIGN TRAVEL

No official foreign travels shall be allowed unless it satisfies all the following minimum criteria:

1. The purpose of the trip is strictly within the mandate of the requesting official or employee;
2. The projected expenses for the trip are not excessive; and
3. The trip is expected to bring substantial benefit to the country.

No official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization, has duly accomplished the requisite leave form, and his/her absence shall not hamper the operational efficiency of PHILGUARANTEE.

Any official or employee authorized to travel abroad on his/her official capacity shall submit a report with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken within thirty (30) days after his/her return to official station.

¹¹ Creating the Kabataan: 2000 Steering Committee, The Action Officers Committee and the Regional Steering Committee in Implementation of the Year-Round Youth Work Program, Kabataan: 2000 and for Other Purposes

PART III. Your Compensation, Benefits, and Incentives

"Magiging mabuting halimbawa ako, at magbibigay ng pag-asa at inspirasyon sa aking kapwa lingkod bayan."

– Panunumpa ng Lingkod Bayan

COMPENSATION

As a GOCC under the jurisdiction of the GCG, PHILGUARANTEE adopts the Compensation and Position Classification System (CPCS) as its compensation system for its employees.

Note that the salary structure of a GOCC shall be based on their profitability and sustainability of operations.

ALLOWANCE, BENEFITS AND INCENTIVES UNDER THE CPCS²¹

Standard Allowance and Benefits

This refers to allowances and benefits given across-the-board to officers and employees as follows:

1. Year-end Bonus	: The Year-end Bonus shall be granted annually based on 1 month basic salary.
2. Cash Gift	: This shall be granted annually as a year-end benefit.
3. Uniform/ Clothing Allowance	: This shall be granted annually to provide the required proper uniform/clothing allowance to employees.
4. Personnel Economic Relief Allowance (PERA)	: This shall be granted monthly to augment the compensation of government personnel against the rising cost of living.

Specific Purpose Allowances and Benefits

Listed below are allowance and benefits that may be given to PHILGUARANTEE officers and employees under specific conditions and situations related to the actual performance of work:

1. Honorarium	This is a token that may be given for services rendered beyond the regular duties and responsibilities of the positions personnel occupy.
2. Special Counsel Allowance	This is an allowance given to lawyer-personnel for their appearance or attendance in court hearings.
3. Representation and Transportation Allowances	This is given to select government officials to cover related expenses incidental to and in connection with the actual performance of their duties and responsibilities.

²¹ Under Executive Order No. 150: Approving the Compensation and Position Classification System (CPCS) and Index of Occupational Services, Titles, and Job Grades for GOCCs (IOS-G) Framework, repealing Executive Order No. 203 (s. 2016) and for Other Purposes

²² Based on CPCS Implementing Guidelines No. 2021-01 of the GCG

Incentives

This refers to rewards granted in recognition of the services and contributions to the Corporations as follows:

1. Loyalty Award	This is an incentive in recognition of loyalty to government service.
2. Anniversary Bonus	This is an incentive given during the milestone years as authorized by Administrative Order No. 263, series of 1996 ²¹ .
3. Mid-Year Bonus	This is an incentive given not earlier than May 15 of the current year.
4. Productivity Enhancement Incentive	This is a cash incentive meant to improve the productivity of officers and employees.

LEAVE BENEFITS

Leave of Absence is a right granted to employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of Executive Order No. 292.

General Provisions

- Employees who render work during the prescribed hours are entitled to 15 days vacation leave and 15 days sick leave credits annually or 1.25 days vacation and sick leave credits monthly.
- Application for leave for thirty (30) calendar days or more shall be accompanied by an Office Clearance.
- Employees who are absent without approved leave shall not be entitled to receive their salary corresponding to the period of their unauthorized leave of absence.
- Employees who are continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice.
- Employees on probationary may avail of leave credits earned during said period.
- Vacation and sick leaves shall be cumulative and may be carried over the succeeding years.
- Employees who have accumulated leaves shall be allowed to monetize them, in accordance with the CSC provisions on monetization of leave credits.

¹⁹ Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities

- Employees who have accumulated leaves shall be allowed to monetize them, in accordance with the CSC provisions on monetization of leave credits.

Procedures in the Filing, Processing, and Approval of Leave Applications

1. Leave applications are filed using the CSC Form No. 6, which should be fully accomplished in two (2) original copies
2. The Department Head recommends the approval or disapproval of the application
3. The Group Head authorizes the application
4. The HRODD processes the application, including certification of leave balance
5. A copy of the processed application is retained at the HRD Division for file and another copy is given to the employees for their reference

Types of Leave

1. Vacation Leave. Leave granted to employees for personal reasons, the approval of which is contingent upon the necessities of the service. Application for this type of leave must be filed five (5) days in advance. Employees must note that a vacation leave without pay is considered a gap in the service.

2. Mandatory/Forced Leave. All employees with ten (10) or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually. These shall be deducted from accumulated vacation leave credits.

PHILGUARANTEE employees are enjoined to submit to their respective offices and departments the schedule of their mandatory/forced leave for consolidation and submission to the HRODD

Application for this type of leave must be filed five (5) days in advance. Subject to the approval of the head of agency, mandatory/forced leave may be cancelled in the exigency of service and shall no longer be deducted from accumulated vacation leave credits.

3. Sick Leave. Leave granted on account of sickness or disability of the employees or any immediate family member. Application for sick leave must be filed within five (5) days upon employee's return from leave or in advance in case of scheduled medical examination/procedure or if the applicant was advised to rest due to a medical condition. Employees must note that application for sick leave filed in advance or in excess of five (5) days shall be accompanied by a medical certificate.

²¹ As provided under R.A. 11210 or the 105-Day Expanded Maternity Leave Law and RA No. 8972 or the Solo Parents' Welfare Act of 2000

²² As provided under R.A. No. 8187 or the Paternity Leave Act of 1996

10. Rehabilitation Privilege. Officials and employees may be entitled for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing the privilege shall be based on the recommendation of medical authority.

Application for Rehabilitation Privilege shall be made through a letter, supported by relevant reports such as the police report, if any, and medical certificate on the nature of the injuries and the need to undergo rest, recuperation, and rehabilitation, as the case may be. Written concurrence of a government physician should be obtained relative to the recommendation if the attending physician is a private practitioner.

The application for this type of leave must be filed within one (1) week from the time of accident except when a longer period is warranted.

11. Special Leave Benefits for Women. The Special Leave Benefits for Women may be availed by a female employee who have rendered at least six (6) months aggregate service in any government agencies and have undergone surgery due to a gynecological disorder. The Special Leave Benefits for Women may be availed for two (2) weeks to a maximum of two (2) months following surgery. This type of leave must be filed five (5) days in advance; or within five (5) days upon the applicant's return from leave, in emergency cases.¹

12. Special Emergency (Calamity) Leave . An employee directly affected by natural calamity/ disaster such as, but not limited to, earthquake, flooding, volcanic eruption and landslide, may apply for a maximum of five (5) days Special Emergency (Calamity) Leave.

The head of agency shall take full responsibility for the grant of Special Emergency (Calamity) Leave and verification of the employee's eligibility.

13. Terminal Leave. Applied for by an official or an employee who intends to sever his/her connection with PHILGUARANTEE.

MONETIZATION OF LEAVE CREDITS

Employees are allowed to monetize leave credits, subject to approval and availability of funds.

The employee's application for monetization of leave credits equivalent to ten (10) days or less shall be approved by the Group Head. While application for monetization of leave credits equivalent to (11) days or more shall be approved by the President and CEO.

For monetization of fifty (50%) or more of accumulated leave credits, the application for monetization must be accompanied by a letter request to the President and CEO stating any of the following valid and justifiable reasons:

- a. Health, medical and hospital needs of the employee and immediate members of his/her family. Clinical abstract/medical procedures shall be attached to the request;

¹ As provided under R.A. 11210 or the 105-Day Expanded Maternity Leave Law and RA No. 8972 or the Solo Parents' Welfare Act of 2000

² As provided under R.A. No. 8187 or the Paternity Leave Act of 1996

- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family. Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire or earthquake shall be attached to the request;
- c. Educational needs of the employees and his/her immediate family;
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing; and
- f. Other analogous cases as may be determined by the Civil Service Commission.

All applications for monetization of leave credits shall be submitted to the HRODD for certification of leave credit balance, evaluation of the accompanying letter request and other attachments, if applicable and endorsement to the concerned approver.

OVERTIME (OT) AND COMPENSATORY TIME-OFF (CTO) OR OFFSETTING

The rendition of OT shall be authorized when a work or activity cannot be completed within the regular work hours and non-completion of the same will cause financial loss; embarrass the government due to inability to meet its commitment; or negate the purposes for which the work or activity was conceived.

As a general rule, remuneration for OT services shall be through CTO in accordance with the existing CSC and DBM Rules . The payment in cash of OT services through OT Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations.

Only employees holding regular, contractual, and casual positions of division chief or equivalent level and below, may be authorized to render overtime services with pay or compensation.

Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective agencies.

Employees holding positions higher than division chief or equivalent levels and those who are on travel status are not authorized to render OT services with pay or compensation.

For OT services rendered on weekdays or scheduled work days, 1 OT hour is equivalent to 1.25 hour of compensatory overtime credits (COC).

³ Guidelines on the Grant of Parental Leave to Solo Parents

⁴ Anti Violence Against Women and their Children Act of 2004

⁵ Per CSC DBM Joint Circular No. 01, s. 2006: Guidelines for Availing of the Rehabilitation Privilege

⁶ Per CSC MC No. 25, s. 2010: Guidelines on the Availment of Special Leave Benefits for Women Under R.A. 9710: An Act Providing for the Magna Carta of Women

For OT services rendered on weekends, holidays or scheduled days off, 1 OT hour is equivalent to 1.5 hour of compensatory overtime credits (COC).

Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.

The CTO may be availed of in blocks of four (4) or eight (8) hours.

The COCs should be used as time-off which the year these are earned. The unutilized COC should not be carried over in the ensuing year, hence, are non-cumulative.

The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.

The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited.

The procedure for accumulating CTO and Availment of COC are as follows:

1. The employee shall secure approval from the Department/Group Head to render overtime by signing the appropriate form and submit the same to HRODD immediately.
2. The HRODD shall record and monitor the number of hours earned and the corresponding COC.
3. Request for CTO must be approved by the Department/Group Head prior the availment.
4. Once approved, the employee shall file with the HRODD a duly approved Pass-Out Slip, at least a day before taking such CTO to serve as basis for attendance.
5. Failure of the employee to file a Pass-Out Slip and submit the same to HRODD shall result in a deduction from his/her leave credits

THE PROVIDENT BENEFIT

The Provident Fund (PF) consist of monetary contributions from both the employees and the employer based on the percentage rate provided by governing bodies such as the GCG.

²⁹ Per CSC MC No. 2, s. 2012: *Special Emergency Leave to Government Employees Affected by Natural calamities/ Disasters*

BENEFITS UNDER THE CNA

Collective Negotiation Agreement (CNA) is a contract negotiated between an accredited employees' organization as the negotiating unit and the employee/management on the terms and conditions of employment.

In PHILGUARANTEE, the accredited employees' organization is the Philippine Guarantee Corporation's Employees' Association (PGCEA).

Eligible rank and file personnel who have indicated in writing their consent to be members of the PGCEA and pay their monthly dues of P100.00 may enjoy the benefits stipulated in the CNA.

A CNA booklet which covers all the provisions of the CNA shall be provided to employees by the PGCEA.

PERFORMANCE-BASED INCENTIVES

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

To encourage and recognize productive and innovative ideas, suggestions and exemplary behavior among employees of the Corporation, a Program on Awards and Incentives for Service Excellence (PRAISE) is being crafted for approval of the CSC.

The proposed PHILGUARANTEE-PRAISE has the following awards and incentives:

National Awards

Through the PHILGUARANTEE PRAISE, the Corporation may participate in the search for deserving employees who may be included in the screening of the candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

Presidential or Lingkod Bayan Award. Conferred on an individual for consistent, dedicated, performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

Outstanding Public Official/Employee or Dangal ng Bayan Award. Granted to any public official or employee in government who has demonstrated exemplary service and conduct to the basis of his or her observance of one or more of the eight (8) norms of conduct.

PAGASA Award. Conferred on a group of individuals or team who has demonstrated

³⁰ CSC and DBM Joint Circular No. 2, s. 2004: *Non-monetary Remuneration for Overtime Services Rendered*

outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

Other Awards. Given by the government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Corporation Level Awards

The PHILGUARANTEE PRAISE Committee may also give the following awards to qualified or deserving employees in recognizing exemplary performance to deserving employees with the following categories:

A. National Awards

Best Organizational Unit Award

Granted to organizational unit/s that exceeded the Office/Department's performance commitment based on the performance ratings duly calibrated by the Performance Management Team (PMT) and other pre-determined criteria.

Cost Economy Measure Award

Granted to a Committee/Team (maximum of 5 employees in a group) or to a Department/Office/Division whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions resulted in savings in terms of manhours and monetary cost or otherwise benefited the Corporation and government as a whole.

The Committee/Team or Department/Office/Division with the highest points obtained shall be given the award.

Best Employee Award

Granted to employees who excelled among peers in various positions, ranks, and organizational units, in recognitions of exemplary service and commendable performance in pursuit of corporate goals.

Exemplary Behavior Award

Granted to an employee for his/her performance of extraordinary act of public service with consistent demonstration of exemplary ethical behavior on observance of the following eight (8) norms provided under Republic Act No. 6713 (Code of Conduct and Ethical Standards):

- | | |
|----------------------------------|---------------------------------|
| 1. Commitment to Public Interest | 5. Responsiveness to the Public |
| 2. Professionalism | 6. Nationalism and Patriotism |
| 3. Justness and Sincerity | 7. Commitment to Democracy |
| 4. Political Neutrality | 8. Simple Living |

B. On-The-Spot Awards

Gantimpala Agad Award

Granted to an employee who have demonstrated remarkable character traits and reputations that have been observed and commended on by the public during the conduct of their official duties and responsibilities. Employee/s who have receive the Gantimpala Agad Award for three (3) consecutive times will receive the Hall of Fame Award.

Perfect Attendance Award

Given to an employee with no tardiness and filed leave, except for the Scheduled Force Leave, within the quarter or period of consideration.

INCENTIVES

Loyalty Award

Given to an employee who rendered ten (10) years of continuous and satisfactory service in the government.

Service Incentive

Given to a retiree, whether under optional or compulsory retirement scheme who met the following criteria:

- Have completed at least fifteen (15) years of service in the Corporation;
- Have been rated very satisfactory or its equivalent in the last rating period; and
- Have not been found guilty of any administrative or criminal offense and have no pending administrative or criminal case.

Career Development Incentive

Given to an employee who have completed his/her bachelor's, master's or doctorate degree with honors while being employed in the Corporation. The term "with honors" should be construed as summa cum laude, magna cum laude, and cum laude, or their equivalent.

This incentive shall also be given to an employee placed in the Top Ten (10) of the Bar or Board Examinations of their field taken during their employment within the Corporation

³¹ Effective January 1, 2002, continuous and satisfactory services in the government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

Through the PBB, corporate strategies are mapped and individual accomplishments are aligned with corporate goals and subsequently rewarded upon accomplishment of agreed performance measures with the GCG and satisfaction of good governance conditions and other requirement both by the GCG and AO 25 or the Inter-agency Task Force for the Performance-based Incentive System of the government.

PHILGUARANTEE is authorized to release PBB to its employees upon satisfaction of the numerous conditions for the grant.

PART IV: DISCIPLINARY MEASURES

"Hindi ako makikibahagi sa mga katiwalian sa pamahalaan.

*Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop na pamamaraan.
Isasabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao, makakalikasan at makabansa."
– Panunumpa ng Lingkod Bayan*

RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE

The Revised Rules on Administrative Cases in the Civil Service (RRACCS) contains updates on rules of procedure governing the disposition of both disciplinary and non-disciplinary cases in the civil service

Coverage

The Rules applies to all disciplinary and non-disciplinary administrative cases brought before the Civil Service Commission, agencies and instrumentalities of the National Government, local government units, and government-owned or controlled corporations with original charters, except as may be provided by law.

Sexual harassment cases shall be primarily governed by the Administrative Rules on Sexual Harassment cases (CSC Resolution No. 01-0940 dated May 21, 2001).

Classification of Offense

Administrative offenses with corresponding penalties are classified into (a) grave, (b) less grave or (c) light, depending on their gravity or depravity and effects on the government service.

A. Grave Offense

The following grave offenses shall be punishable by dismissal from the service:	The following grave offenses shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the 1st offense and dismissal from the service for the second offense:
1. Serious dishonesty	1. Less serious dishonesty
2. Gross neglect of duty	2. Oppression
3. Grave misconduct	1. Disgraceful and immoral conduct
4. Being notoriously undesirable	4. Inefficiency and incompetence in the performance of official duties
5. Conviction of a crime involving moral turpitude	5. Frequent unauthorized absences or tardiness, loafing.
6. Falsification of official document	6. Refusal to perform official duty
7. Physical or mental incapacity or disability due to immoral or vicious habits	7. Gross insubordination
8. Receiving for personal use of a fee, gift or other valuable thing	8. Conduct prejudicial to the best interest of the service
9. Contracting loans of money or other property from persons with whom the office of the employee has business relations	9. Owning, controlling, managing or accepting employment as officer, employee, consultant, among others, unless allowed by law.
10. Soliciting	10. Disclosing or misusing confidential or classified information
11. Nepotism	11. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards
12. Disloyalty to the Republic of the Philippines and to the Filipino people	12. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his/her office.

The Grave Offense of Inefficiency and Incompetence in the performance of official duties is punishable by Demotion.

B. Less Grave Offense

The following less grave offenses are punishable by suspension of (1) month and one (1) day suspension to six (6) months for the first offense; and dismissal from the service for the second offense:

1. Simple neglect of duty
2. Simple misconduct
3. Discourtesy in the course of official duties
4. Violation of existing Civil Service Law and rules
5. Insubordination
6. Habitual drunkenness
7. Unfair discrimination in rendering public service due to affiliation or preference
8. Failure to file SALN
9. Failure to resign in the private business and/or divest shareholdings or interests, when conflict of interest arise.
10. Engaging directly or indirectly in partisan political activities.

The Less Grave Offense of Simple Dishonesty is punishable by suspension of one (1) month and one (1) days to six (6) months for the first offense; (six (6) months and one (1) days to one (1) year for the second offense; and dismissal for the third offense.

C. Light Offense

The following light offenses are punishable by reprimand for the first offense; suspension for one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense:

1. Simple discourtesy;
2. Improper or unauthorized solicitation of contributions from subordinate employees;
3. Violation or reasonable office rules and regulations;
4. Frequent unauthorized tardiness;
5. Gambling prohibited by law;
6. Refusal to render overtime service;
7. Disgraceful, immoral or dishonest conduct prior to entering the service;
8. Borrowing money by superior officers from subordinates;
9. Willful failure to pay debts pay taxes due to government;
10. Lobbying for personal interest in legislative halls without authority;
11. Promoting sale of tickets in behalf of private enterprises that are not for charitable or public welfare purposes, if there is no prior authority;
12. Failure to act promptly on letters and request within 15 working days from receipt, as provided under the Code of Conduct and Ethical Standards for Public Officials;
13. Failure to process documents and complete action on documents and papers within a reasonable time;
14. Failure to attend to anyone who wants to avail of the services of the office; and
15. Engaging in private business without the permission required by the CSC.

PROHIBITION AGAINST GAMBLING IN CASINOS

Section 46(b), Chapter 7, Subtitle A, Title I, Book V of E.O. No. 292 considers gambling prohibited by law and conduct prejudicial to the best interest of the service as grounds for disciplinary action.

Further, Office of the President M.C. No. 6, s. 2016 orders all government officials and employees to strictly observe and comply with all pertinent laws, issuances and policies prohibiting government personnel to enter, stay, or play in gambling casinos. Said Circular provides that mere entry or presence of government officials and employees in a gambling casino shall be considered conduct prejudicial to the best interest of the service.

²² Latest pronouncement on prohibition on gambling dated September 20, 2016

COMMITTEE ON DECORUM AND INVESTIGATION

In line with CSC Resolution No. 01-0940³³ and CSC MC No. 11, s. 2021³⁴, PHILGUARANTEE has created the Committee on Decorum and Investigation (CODI) to handle sexual harassment cases.

The CODI shall perform the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
4. Lead in the conduct of discussions about sexual harassment within the office to increase understanding and prevent incidents of sexual harassment.

³³ Administrative Disciplinary Rule on Sexual Harassment Cases

³⁴ Revised Administrative Disciplinary Rules on Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service

PART IV: DISCIPLINARY MEASURES

"Tutugon ako sa mga hamon ng makabagong panahon tungo sa adhikain ng matatag, maginhawa, at panatag na buhay.

Sa mga tungkulin at hangaring ito, kasihan nawa ako ng Maykapal."

– Panunumpa ng Lingkod Bayan

MODES OF SEPARATION

An employee may leave PHILGUARANTEE through any of the following means:

1. Resignation or the act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority.
2. Dismissal is the termination or the act of being discharged from employment or service for a cause. It is the definitive severance of an officer or employee from government service at the initiative of the agency or office.
3. Other modes of separation includes transferring, dropping from the roll, termination/ expiration of temporary, coterminous, contractual or casual appointment, retirement, or death (in some cases)

MODES OF SEPARATION

1. An employee is deemed to have tendered his/her resignation upon receipt by the appointing authority of the written resignation letter.
2. The appointing authority shall act on the notice of resignation within 30 days from receipt. In case the resignation remains unacted upon 30 days from receipt, it shall be deemed complete and operative on the specified date of effectivity or 30 days from submission, in cases where the effectivity date is not specified. It is understood, however, that the required clearance from money, property and work-related accountabilities shall be secured by the official or employee before or immediately after the date of effectivity of resignation.
3. The employee concerned may withdraw the tender of resignation any time prior to receipt of notice of acceptance of resignation.

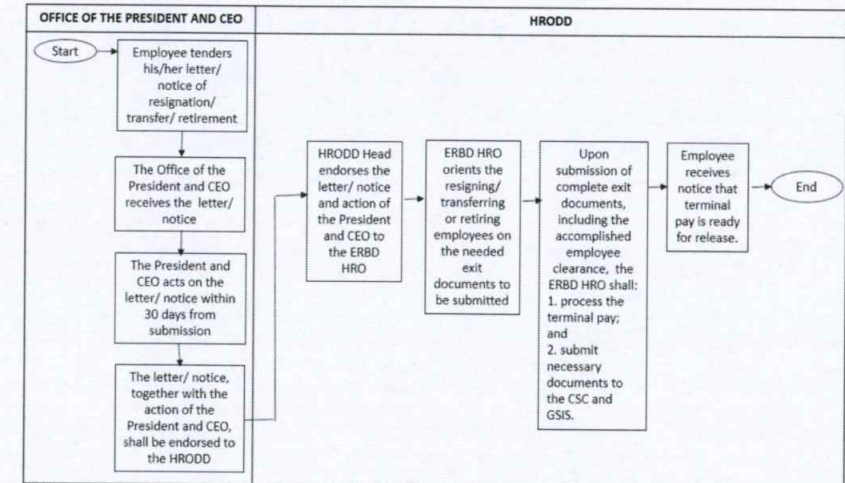
DOCUMENTARY REQUIREMENTS

An employee leaving PHILGUARANTEE needs to submit the following exit documents:

Resigning Employee	Transferring Employee	Retiring Employee
1. Employee's Clearance (4 copies)	1. Employee's Clearance (4 copies)	1. Employee's Clearance (4 copies)
2. Application for Terminal Leave (4 copies)	2. Application for Terminal Leave (4 copies)	2. Application for Terminal Leave (4 copies)
3. Employee's Written Intent to Resign	3. Memo of Transfer	3. Ombudsman Clearance
4. Ombudsman Clearance	4. Statement of Assets, Liabilities and Net Worth (as of the date of transfer) (4 copies)	4. Prosecutor's Clearance
5. Prosecutor's Clearance	5. Latest Daily Time Record	5. Statement of Assets, Liabilities and Net Worth (SALN), as of the date of end of term (4 copies)
6. Statement of Assets, Liabilities and Net Worth (SALN), as of the date of resignation (4 copies)	6. Authority to Deduct Accountabilities (2 copies)	6. Latest Daily Time Record
7. Latest Daily Time Record	7. Deed of Release and Quitclaim (4 copies)	7. Authority to Deduct Accountabilities (2 copies)
8. Authority to Deduct Accountabilities (2 copies)	8. Certification and Undertaking (4 copies)	8. Deed of Release and Quitclaim (4 copies)
9. Deed of Release and Quitclaim (4 copies)	9. Terminal Report and Actual Turnover of Work Assignments/ Records, Duly Approved by the Group/ Department Head	9. Certification and Undertaking (4 copies)
10. Certification and Undertaking (4 copies)	10. O/D/IPCR as of date of transfer	10. GSIS Clearance

11. GSIS Clearance		11. Terminal Report and actual turnover of work assignments/ records, duly approved by the Group/ Department Head
12. O/D/IPCR, as of date of resignation		12. O/D/IPCR as of date of end of term
13. Declaration of Pendency/ Non-Pendency of Case (for employee to submit to GSIS upon claim of benefits)		13. Declaration of Pendency/ Non-Pendency of Case
14. Terminal Report and Actual Turnover of Work Assignments/ Records, Duly Approved by the Group/ Department Head		

PROCESS FLOW FOR PROCESSING OF CLEARANCE APPLICATION AND TERMINAL PAY



Acronyms:

CEO – Chief Executive Officer
HRODD – Human Resource and Organizational Development Department

ERBD – Employee Relations and Benefits Division
HRO – Human Resource Officer

