



LRA Circular No. 02-2023

**REVISED CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES
OF THE LAND REGISTRATION AUTHORITY**

WHEREAS, it is the avowed policy of the State to maintain honesty and integrity in the public service and take positive and effective measures against graft and corruption, and that subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest.

WHEREAS, the Philippine Constitution declares that public office is a public trust and that public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives.

WHEREAS, Republic Act. No. 6713 establishes a Code of Conduct and ethical standards for public officials and employees, to promote a high standard of ethics in public service.

WHEREAS, Republic Act No. 3019 promulgates an Anti-Graft and Corrupt Practices Act because it is the policy of the Philippine Government, in line with the principle of that public office is a public trust, to repress certain acts of public officers and private alike which constitute graft or corrupt practices or which may lead thereto.

WHEREAS, there is a need to adopt norms of conduct specifically applicable to personnel of the Land Registration Authority (Authority for short), given the special nature of their roles and responsibilities, in order to give spirit and meaning to the aforestated constitutional and statutory principles.

NOW, THEREFORE, the Land Registration Authority (LRA) hereby enacts this:

RULE I - SCOPE AND COVERAGE

1. This Code of Conduct applies to all officers and employees of the Authority nationwide, including all officers and employees LRA-Comprehensive Agrarian Reform Program (CARP), regardless of employment status, terms or conditions, whether permanent, temporary, casual and contractual, including but not limited to the Administrator, Deputy Administrator and other officials of this Authority.
2. This Code of Conduct applies to Contract of Service (COS) and Job Order (JO) personnel of this Authority including officials/employees of third party service providers;



3. The code applies at all times where conduct is likely to reflect an adverse effect on the mandate of this Authority and integrity of the official or employee while he/she is on duty, off duty, or on leave.

RULE II - GENERAL RULE

All officials and employees of the Land Registration Authority nationwide, including all officials and employees of LRA-CARP regardless of employment status, terms or conditions, whether permanent, temporary, casual and contractual, including but not limited to, the Administrator, Deputy Administrator and other officials of this Authority shall:

1. At all times perform official duties properly, diligently, and efficiently in delivering services to the public;
2. Commit themselves to their sworn duties and responsibilities with fairness, loyalty and integrity;
3. Uphold the laws of the state and carry out the Authority's decisions and policies faithfully and impartially;
4. Align their actions with the mandate, vision and mission of the Land Registration Authority that is supported with legal basis;
5. Provide services to the public in general with honesty and integrity;
6. Make public interest be paramount in the faithful and impartial implementation of the rules, regulations and policies of the Authority;
7. Display courtesy and manner in the performance of his/her official functions without discrimination either by word or conduct, bias or prejudice based upon race, religion, nationality or ethnic origin, perceived economic status, gender or political affiliation;
8. Ensure that the expectation of ordinary citizens that public officials exercises the powers of their office fairly, lawfully, properly and with utmost integrity and honesty;
9. Ensure that every LRA personnel should have knowledge of the agency's policies and procedures by providing trainings intended to develop their competencies in various skills that would empower them to become better public servants such as, but not limited to: Technical Training, Quality Training (ISO), Skills training, Continuing professional education for Lawyers & Engineers, Soft skills training, and Team Training;
10. While at work, every LRA personnel is required to carry out all reasonable and lawful instructions from his superiors, except in exceptional circumstances, where he believes such instruction is unlawful; violates a specific professional code of ethics; or carrying out a particular instruction shall potentially pose a risk to health or safety of himself or others; or the instruction goes beyond what is reasonable in all the circumstances, such that the personnel does not have the

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resources or competence to comply; or that the objection is based on religious belief and/or an issue of conscience.

11. Where an instruction involves actions that a personnel reasonably considers unlawful, the following steps should be taken, to wit:
 - a. Immediately advise the person giving the direction of your concern (if appropriate) and provide them with an opportunity to respond;
 - b. Request written confirmation of the instruction and document all the circumstances and attach a copy of the document to the relevant file;
 - c. If the instruction remains in place and you still reasonably consider it is unlawful, you must decline to comply with it and raise the issue with senior management; and
 - d. If the matter is not resolved after such action, there is an obligation on you to report the issue to higher authorities for appropriate action.

12. Any personnel charged or convicted in any administrative and criminal proceedings must advise this Authority immediately in writing. **Failure to notify this Authority may result in disciplinary action.**

RULE III - FIDELITY TO DUTY/INTEGRITY

1. Integrity in public office involves public trust. Every personnel must seek to maintain and enhance public confidence in responsible government and public administration, advance the common good of the community, properly use official powers or position, ensure that any conflicts between personal/professional interests and official duties are resolved in favor of public interest, and be able to disclose fraud, corruption, misconduct and maladministration in this Authority.
2. One should be fair, impartial and prompt in the performance of his duties, should be conscious of and be able to differentiate between his role as private citizens and as a government employee; use appropriate language in communicating with his co-employees and public in general and be aware of his responsibilities regarding privacy and confidentiality, use of official information and appropriate use of public resources.
3. LRA personnel 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.
4. LRA employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against

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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.

5. LRA personnel shall not use their official position to acquire unwarranted benefits, privileges, favors for themselves or for others.
6. He should not use his official position, status, or authority to seek to improperly influence a decision or action that requires the exercise of independence and impartiality. He is expected to provide honest, impartial and comprehensive advice when requested regardless of his personal views on certain matters. He should not use his status or position to improperly influence another person to obtain a promotion in rank for himself or another.

RULE IV - CONFLICT OF INTEREST

1. LRA personnel shall avoid conflicts of interest in performing official duties.
 - a. They shall exercise utmost diligence in determining the existence of any conflict of interest and immediately make a disclosure to the designated authority of such conflict of interest, for appropriate action and resolution.
 - b. A conflict of interest is a situation arising from conflict between the performance of public duty and private, or personal interest. Conflict of interest may be actual, or perceptual or to potentially exist at some time in the future.
 - c. An actual conflict of interest exists when the public, on the basis of relevant facts, allege that a private interest is likely to interfere with the proper performance of an official duty of an LRA personnel. A potential or apparent conflict of interest exists when it appears that his private interests might interfere with the proper performance of his official duties. Declaring a conflict of interest by the personnel concerned, be it actual or potential, is essential for maintaining the integrity of and confidence in LRA. Conflicts of interest must be resolved in favor of the public interest rather than the private interests.
 - d. Since conflicts of interest are not always clear, it shall be the responsibility of the official or personnel to be alert to any actual or potential conflicts of interest and if unsure, to disclose the matter with his immediate supervisor.
 - e. The following are source of conflicts:

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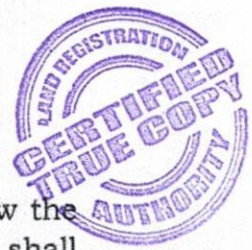
Chief, Central Records Section



1. Entering into any contract with the Authority for services, lease or sale of property apart from the employment contract relating to the personnel's position;
2. Use of position/influence to assist any member of the personnel's immediate family in securing contract with the Authority;
3. Receiving money or favors for assisting or attending to parties engaged in transactions or involved in actions or proceedings with the Authority;
4. Participation in any official action involving a party with whom the personnel or any member of the personnel's immediate family in negotiating for future employment;
5. LRA personnel getting developers and other transacting stakeholders as baptismal and wedding sponsors and acceptance of invitations from the same in any social functions or gatherings engagements;
6. Acceptance of informal consultancy by any personnel from developers and transacting stakeholders;
7. Participating of LRA personnel, directly or indirectly in the conduct of and preparation of survey/subdivision/consolidation plan, submitted to LRA for approval;
8. The above listed conflicts of interest may be traceable to the following ethical dilemmas:
9. Non-observance of Merit Selection and Promotion Plan (MSPP) in appointing and/or promoting personnel;
 - a. Premature disclosure of consulta resolution(s) and other official actions by any personnel;
 - b. Bids and Awards Committee member facilitating quick releases of payments to contractors/suppliers from DBM;
 - c. Registration of documents presented before the Register of Deeds despite non-compliance of some registration requirements or acknowledged under payment of taxes;
 - d. Performing tasks unrelated to one's official function upon being summoned by higher official to perform the same;
10. To ensure compliance with the provisions of this Rule on Conflict of interest, Authority personnel who have authority to enter into or approve contracts for the Authority, shall file a financial disclosure statement with the designated authority at the beginning and upon termination of employment in such position,

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Chief, Central Records Section



and annually while so employed. The disclosure shall follow the guidelines established by the designated authority, and shall include all sources of personal and business income, including investments in personal or real property as well as all income received by their spouses or dependent children.

- 11. The full-time position in the Authority of every personnel shall be the personnel's primary employment which means the position that consumes the entire normal working hours of the personnel and requires the personnel's executive attention in performing official duties. Outside employment may be allowed provided the legal requisites are complied with.

RULE V - STATEMENTS AND DISCLOSURE

LRA officials and regular employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file and submit under oath their Statement of Assets, Liabilities and Net Worth (SALN) and a Disclosure of Business Interests and Financial Connections to the Human Resource Development Division, on the following schedule:

- Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- Within thirty (30) calendar days upon separation from the service, statements of which must be reckoned as of his/her last day of office.

LRA employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs in accordance with the Civil Service Commission (CSC) Resolution No. 1500088.

RULE VI - INCORPORATION OF OTHER RULES

All provisions of law, Civil Service rules, and administrative issuances governing or regulating the conduct of public officers and employees applicable to the Authority are deemed incorporated into this Code.

RULE VII - FILING OF COMPLAINT

- 1. Any complaint against personnel under this Code shall be initiated by a verified complaint.
- 2. The verified complaint shall be referred to the Administrator of the Authority, which shall undergo a procedure provided under pertinent Civil Service rules and regulations.

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MORLITA T. TOMAS
Chief, Central Records Section




RULE VIII - EFFECTIVITY

This order shall take effect immediately

Quezon City, Philippines ~~FEB 13 2023~~


GERARDO PANGA SIRIOS
Administrator  

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NORLYN T. TOMAS
Chief, Central Records Section