



Republika ng Pilipinas
KAGAWARAN NG REPORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
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RB 11/2/73
In reply, please address:

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DEPARTMENT MEMORANDUM CIRCULAR NO. 25
Series of 1973 RB

There should be no sliding back in the moral regeneration drive among government officials and employees! We have to continue the reforms we have begun and so far achieved under the aegis of the New Society and to keep on threading forward through the narrow and virtuous path of efficient and upright public servants. To slide back to the malpractices of the Old and cancerous society would mean moral retrogression on our part and throwing to the four winds the gain we have thus far attained.

As a warning to all of those who may be tempted to fall back to the rotten ways of the Old Society, quoted hereunder are the grounds for disciplinary action as provided for in Presidential Decree No. 6, dated September 27, 1972:

"Section I. Grounds for disciplinary action. - The following shall be grounds for disciplinary action:

- a. Dishonesty.
- b. Oppression.
- c. Misconduct.
- d. Neglect of duty.
- e. Disgraceful and immoral conduct.
- f. Being notoriously undersirable, which is of common knowledge.
- g. Discourtesy in the course of official duties.
- h. Inefficiency and incompetence in the performance of official duties.
- i. Receiving for personal use a fee, gift, or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws.
- j. Conviction of a crime involving moral turpitude.
- k. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children.
- l. Violation of existing civil service law and rules or reasonable office regulations.
- m. Falsification of official document.
- n. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.
- o. Habitual drunkenness.
- p. Gambling prohibited by law.

- q. Refusal to perform official duty or render over-time service.
- r. Disgraceful, immoral or dishonest conduct prior to entering the service.
- s. Physical ~~or~~ mental incapacity or disability due to immoral or vicious habits.
- t. Borrowing money by superior officers from subordinates or lending by subordinates to superior officers.
- u. Lending money at usurious rates of interest.
- v. Willful failure to pay just debts or willful failure to pay taxes due the Government.
- w. Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations.
- x. Pursuit of private business, vocation or profession without the permission required by these rules or existing regulations.
- y. Insubordination.
- z. Engaging directly or indirectly in partisan political activities.
- aa. Conduct prejudicial to the best interest of the service.
- bb. Lobbying for personal interest or gain in legislative halls and offices without authority.
- cc. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority.
- dd. Nepotism as defined in Section 30 of the civil service law, as amended."

In this connection attention is again invited to Department Memorandum Circular No. 8 dated November 15, 1972 where the whole text of Presidential Decree No. 46, "MAKING IT PUNISHABLE FOR PUBLIC OFFICIALS AND EMPLOYEES TO RECEIVE, AND FOR PRIVATE PERSONS TO GIVE, GIFTS ON ANY OCCASION, INCLUDING CHRISTMAS", was reproduced in toto and circularized.

Let this be a stern warning that the Department of Agrarian Reform will leave no stone unturned until each and every violator of the rules on discipline is meted out appropriate punishment and undersirables weeded out.

All Bureau Directors, Agrarian Reform Service Chief, Regional Directors, District Officers and Team Leaders shall see to it that this Memorandum Circular is properly disseminated and distributed to all employees under them.

Strict compliance herewith is hereby enjoined.

Diliman, Quezon City, November 2, 1973.


CONRADO F. ESTRELLA
Secretary