

CODE OF CONDUCT

I. Rationale

This policy is being adopted in conformity with the policy of the state to “promote a high standard of ethics in public service”, and to promote and uphold “moral governance” as being mandated by the Bangsamoro parliament.

II. Declaration of policies

Article XI, Section 1 of the 1987 Constitution of the Philippines solemnly enshrines the principle that a public office is a public trust and mandates that public officers and employees, who are servants of the people, must at all times be accountable to the latter, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and justice, and lead modest lives.

Republic Act No. 6713 otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” mandates the promotion of a high standard of ethics in public service.

Bangsamoro Autonomy Act No. 17 otherwise known as the “Bangsamoro Civil Service Code” mandates Bangsamoro Government officials and employees to uphold set of rules, practices, and processes of governance completely devoid of all evils of graft and corruption, and shall be explicitly driven by the moral principles of utmost dedication, devotion, honesty, justice, and integrity.

In keeping with the mandates of the foregoing laws, it is hereby declared the policy of the Policy Research and Legal Services (PRLS) to uphold the highest ethical standards among its officials and employees.

The office shall strictly comply with its obligations under these laws and shall be committed to uphold the ideals of “moral governance” as a conduit to the five immutable principles of faith, freedom, moral authority, common good, and social ethics.

III. Definition of terms

1. **“PRLS”** refers to the Policy Research and Legal Services
2. **“OD”** refers to the Office of the Director
3. **“LRD”** refers to the Legislative Research Division
4. **“LMLAD”** refers to the Legislative Measures and Legal Assistance Division
5. **“Personnel”** means the Permanent, Casual, Contractual officials and employees of the Office, including Memorandum of Agreement (MOA) and Contract of Service (COS) workers, consultants, on-the-job trainees, and others
6. **“Officials”** include the Director, the Chief of Legislative Research Division and the Chief of Legislative Measures and Legal Assistance Division
7. **“Public Transactions”** include governmental acts, activities and transactions required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by the office
8. **“Working Hours”** shall mean the time when an official or employee is required to be on duty
9. **“Moral Governance”** refers to the set of rules, practices, and processes completely devoid of all evils of graft and corruption, and explicitly driven by following the five immutable principles that is faith, freedom, moral authority, common good, and social ethics.
10. **“Gift”** refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee
11. **“Conflict of interest”** refers to conflict between the private interests and the official responsibilities of a personnel
12. **“Transparency”** refers to openness in transactions involving public interest, such as but not limited to financial and procurement transactions, programs, operations, and employment policies and procedures
13. **“Confidentiality”** refers to ensuring that any confidential information of the PRLS is accessible only to those authorized
14. **“Sensitive personal information”** refers to personal information of the PRLS’s personnel or clientele, specifically those pertaining to: (a) race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (b) health, education, genetic or sexual life of a person, or to any proceeding for any offense

committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; (c) data or information issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and (d) anything specifically established by an executive order or an act of Congress to be kept classified

15. **“Partisan Political Activity”** refers to acts of engaging, directly or indirectly, in any electioneering or partisan political campaign.

16. **“ Complaint”** refers to the means of bringing to the attention of the office of the director of the acts of the person complained of that falls within the prohibited acts mentioned in the Code of Conduct in this office. It may be initiated by any employee of the PRLS against his/her co-employee or supervisor.

IV. Vision, Mission, and Core values

Vision

Igniting the culture of research for the betterment of the Bangsamoro people.

Mission

To ignite a research culture is to create a significant space to homegrown ways of knowing and world-making that are grounded on multiperspectivist thinking and lived experiences of the Bangsamoro society.

Core Values

Consistent with the policy of the Bangsamoro Parliament to uphold moral governance, the office shall espouse and promote, within and without, the five core values that constitutes moral governance, in all their dealings be it in research, legal assistance, or any prerogative actions of the office:

1. **Faith** - this refers to the expression of one's strong belief in the transcendence of God, as manifested in the actions of everyday life. As such, the office shall, at all times, profess faith through the ethical pursuits of the heart, mind, and soul
2. **Freedom** - this refers to the ability for self-determination to choose the right course of action so long as it does not violate the common ethical norms. The office shall promote and uphold freedom by choosing to pursue the right acts, as defined by law and by common norms, without any coercion from external offices, persons, and parties.
3. **Moral authority** - this refers to the service in accordance with the stipulations of the *Shari'ah*. As such, the office shall act, promote, and espouse the stipulations of the *Shari'ah*. More specifically, the office shall promote good and prevent harm.
4. **Common good** - this refers to the promotion and attainment of public good (maslaha) and public interest (istislah). PRLS shall always keep in mind these two with any actions they are mandated to do, by themselves, the parliament, and the community. PRLS personnels shall always protect the Bangsamoro Peoples' interests over and above their personal interest. In addition, PRLS personnels must make sure that all government resources provided for the office are employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
5. **Social Ethics** - this is constituted by the four underlying principles:
 - a. Faith-based community - a corollary to the principle of faith as defined above, the office shall promote and ensure the cultivation of a faith-based community, so as to uphold social ethics. This includes taking into account opinions within all members of the office, or opinions from other bodies, institutions, and parties, should they present one.
 - b. Justice - refers to the just treatment of all creations of God. The office shall uphold this principle through all their dealings, following the stipulations of the *Shari'ah*, common norms, and personal conscience.
 - c. Peace - refers to the harmonious relationship built with mutual respect among people and within the community. The office shall uphold this by fostering peace within the office, to the community directly affected by the mandate of the office, and to the larger community as well.
 - d. Equality - refers to the idea that in the eyes of Allah, every human being is equal. As such, the office shall uphold this value by ensuring equal treatment to all, regardless of race, ethnicity, age, gender, religion, sexual

orientation, gender identity, gender expression, disability, economic status or any aspect that may be used for unjust discrimination. An environment to ensure everyone's ability to pursue his or her moral, spiritual, and professional opportunities shall be fostered.

V. Norms of Conduct

The following shall be observed by every PRLS employee as standards of personal conduct in the discharge and execution of official duties.

1. Free exercise of religious worship

The PRLS recognizes that it is composed of persons representative of different religious and cultural backgrounds and that what is morally right or wrong from a religious standpoint may depend on each person's belief or dogma. Therefore, subject only to the recognized grounds for interference found in our existing laws, PRLS personnel must respect all matters dealing with any person's faith, practice, doctrine, form of worship, ecclesiastical law, custom and rule of a church. This includes making room for as wide a variety of beliefs and creeds as the spiritual needs one may deem necessary and sponsoring an attitude that shows no partiality to any religion and letting any personnel flourish according to the zeal of his or her adherents and the appeal of his or her dogma.

2. Free speech and expression

The PRLS cherishes the right to free speech and expression. PRLS personnel shall be free to communicate their ideas and philosophies, hold opinions and receive and impart information and ideas regardless of frontiers. Any attempt to restrict this freedom must be met with an examination so critical that only a danger that is clear and present would be allowed to curtail it.

3. Respect for Human Rights

The PRLS values the dignity of every human person and guarantees full respect for human rights.

4. Commitment to Excellence

The PRLS, primarily mandated to provide competent research and legal assistance services, shall pursue excellence in doing such tasks so as to foster an atmosphere of research culture within the Bangsamoro society.

5. Professionalism

PRLS personnels shall perform and discharge their duties with the highest degree of excellence, professionalism. In the exigency of service, PRLS personnels are expected to respond and perform other tasks that need to be accomplished.

6. Transparency

PRLS shall commit to openness in transactions involving public interest, such as but not limited to financial and procurement transactions, programs, operations, and employment policies and procedures

7. Accountability

PRLS is a public trust and mandates that PRLS personnel, who are servants of the people, must at all times be accountable to the latter.

Thus, PRLS personnel, being a public servant, must at all times be accountable to the Filipino people, especially to the Bangsamoro society, and above all to God.

8. Upholding the Rule of Law

The PRLS is bound to maintain allegiance to the Republic of the Philippines and the Bangsamoro Parliament. It shall support and obey all laws as well as the legal orders of the duly constituted authorities.

PRLS personnel shall act in accordance with law, perform the duties given them as defined by law, and enforce and uphold the law at all times.

PRLS personnel shall also render obedience to the lawful orders of the office and faithfully comply with its internal rules and regulations. For in order to attain the office's basic ideal, those enrolled in its ranks should not only read and recite its tenets and principles but should also, during their tenure, accord continuing fidelity to them.

9. Justness and Sincerity

Beyond the official mandate, PRLS personnel shall at all times remain sincere and true to the people of the Bangsamoro Autonomous Region. PRLS personnels should treat people equally and must not discriminate against anyone regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

10. Non-Partisanship

No PRLS personnel shall engage, directly or indirectly, in any electioneering or partisan political campaign. It is therefore expected from every PRLS personnel to uphold non-partisanship in the conduct of official duty. The office shall provide service to every Member of the Parliament without unfair discrimination and regardless of party affiliation or preference. Any personal political views of a PRLS personnel does not represent the PRLS.

11. Responsiveness to the Public

The PRLS shall extend prompt, courteous, and adequate service to the Members of the Parliament who are the representatives of the public, and in which the former is mandated to provide support to as specified under the Divisional Structure of the Bangsamoro Parliament and exemplified by the December 2020's Resolution No. 96.

12. Commitment to Democracy

PRLS personnels shall commit themselves to the democratic way of life and values, and favor social equality. This also entails, but not limited to, respect for one's religion or belief, freedom of speech and expression, and other human rights.

13. Simple Living

PRLS personnel and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious displays of wealth in any form.

VI. Hours of Work and Type of leaves

The items listed below shall inform the PRLS personnel of the rules and regulations governing hours of work and the allowable instances of absences and leaves, including the necessary conditions to be satisfied should a PRLS personnel demand one.

1. Authority to approve working hours

In the exigency of service, the PRLS Director may adopt and approve office working hours as he may deem fit, abolish or modify an existing one, or adopt a new one at any time during his tenure. He may regulate working hours according to his discretion, subject to existing rules and regulations.

2. Working/Office Hours

Subject to existing rules and regulations, the normal office hours for PRLS personnel are from 8:00 am to 5:00 pm, Monday through Friday. All PRLS officials and personnels are required to render eight (8) working hours a day for five working days a week or a total of 40 hours a week.

During the month of Ramadan, all PRLS Muslim personnels are allowed observe office hours from 7:30 in the morning to 3:30 in the afternoon without lunch and coffee breaks. However, this shall not apply to those who are not fasting. Upon request of the concerned personnel, the work time may be adjusted by officially requesting/informing the Division Chief of such adjustment and securing the approval of the Office of the Director. The concerned personnel is still required to render not less than eight (8) hours of work a day or 40 hours a week during the observance of Ramadan.

3. Flexible Working Hours

Flexible working hours may be allowed subject to the discretion of the head of division and approval by the Director. In no case shall the weekly working hours be reduced in the event that the department or agency adopts a flexi-time schedule in reporting for work.

The flexi-time schedule is observed from Tuesdays to Fridays of each week. Every Monday, officials and personnels are required to report at 7:00 in the morning for the conduct of the flag raising ceremony pursuant to Republic Act No. 8491.

4. Overtime

In the exigency of service and based on an urgent need of the parliament, the Director may extend the working hours of PRLS personnels subject to existing rules and regulations.

5. Undertime

Any PRLS personnel who commits undertime shall be subject to corresponding pay deductions and other administrative sanctions pursuant to CSC MC No.04, s.

1991 (Policy on Absenteeism and Tardiness) and relevant provisions of the Bangsamoro Civil Service Code.

6. Offsetting

No PRLS personnel is allowed to off-set his/her committed tardiness or absences by working the equivalent number of hours, minutes, or days.

7. Tardiness

Any PRLS personnel who commits tardiness shall be subject to corresponding pay deductions and other administrative sanctions pursuant to CSC MC No.04, s. 1991 (Policy on Absenteeism and Tardiness) and relevant provisions of the Bangsamoro Civil Service Code.

8. Record of attendance

All PRLS officers and personnel shall record their daily attendance on the proper form or, whenever possible, have them registered on the bundy clock or Biometric Attendance Monitoring System (BAMS). Any other means of recording attendance may be allowed provided their respective names and signatures as well as the time of their actual arrival to and departure from office are indicated, subject to verification”.

As a back-up to the record via biometric and office logbook, the guard on duty maintains the time in – time out of personnel through recording in the logbook.

9. Attendance Monitoring Report.

The OD shall closely monitor the punctuality and attendance of the personnels. Monthly reports shall be generated as a basis for rewards and sanctions.

10. Leave of Absence

Any PRLS personnel who intends to commit absences for any reason shall inform his/her immediate supervisor prior to its commencement. He/she shall be required to complete a “Leave of Absence Form” upon returning to work.

11. Half-day Absence

Pursuant to the guidelines provided in the Civil Service Code Law and Rules under Memorandum Circular No. 17, s. 2010, a PRLS personnel who is absent in the morning is considered to be tardy and is subject to relevant rules on habitual tardiness. A PRLS personnel who is absent in the afternoon is considered to have incurred undertime.

12. Vacation Leave

Vacation leave is an absence granted to officials and personnel of PRLS for personal reasons, the approval of which is contingent upon the necessities of the service.

13. Sick Leave

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the personnel concerned or any member of their immediate family. In the event that an personnel wishes to avail sick leave, they shall immediately notify their immediate supervisor and file the application form upon their return to service. A sick leave in excess for five (5) days requires a medical certificate. Approval of application for sick leave is mandatory if a proof of sickness or disability is attached with the personnel's application.

14. Study Leave (MC 21 s. 2004)

As part of its commitment to excellence, PRLS helps personnels prepare for the Bar, Board examinations, or complete their graduate studies in order to develop a mass of competent and efficient personnels that will redound to the improvement in the delivery of public services.

15. Maternity Leave

Female workers of PRLS shall undergo live childbirth or have undergone miscarriage or emergency termination of pregnancy shall be entitled to maternity leave benefits pursuant to RA No. 11210.

Those who gave live childbirth shall be entitled to 105 days leave with full pay with an option to extend for an additional 30 days without pay. The said female worker may also choose to allocate up to seven (7) days maternity leave to the child's father or the alternate caregiver. Extended maternity leave with pay may be allowed, chargeable to a female personnel's remaining sick leave and vacation leave credits.

In the case of solo parents as defined by RA No. 8972, they shall be entitled to an additional 15 days leave with full pay on top of the other parental leave benefits.

In the case of female workers who have suffered a miscarriage, stillbirth, or emergency termination of pregnancy, they shall be entitled to sixty (60) days maternity leave with full pay.

Maternity leave shall be enjoyed in a continuous and uninterrupted manner, and counting the number of days during leave shall include weekends and holidays.

16. Terminal Leave

This applies to personnels who wish to sever their connection with the PRLS. Filing of terminal leave requires a personnel's resignation, retirement or separation from service. The application shall be sent to the Office of the Director for approval.

17. Paternity Leave

Pursuant to Republic Act No. 8187, all married male personnels of PRLS shall be entitled to seven (7) days paternity leave with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. It is non-cumulative and strictly non-convertible to cash. It may be enjoyed in a continuous or intermittent manner immediately before, during and after child birth or miscarriage.

18. Five (5) Days Forced/Mandatory Leave

PRLS personnels who have accrued ten (10) days or more vacation leave shall be required to go on vacation leave whether in a continuous or intermittent manner for a minimum of five (5) working days annually.

19. Rehabilitation Leave

PRLS officials and personnel may be entitled to the Rehabilitation Privilege 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 of the privilege shall be based on the recommendation of medical authority. Hence, availing of the privilege may be for less than 6 months, or may be on a half-time basis or an intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed six (6) months.

20. Special Privilege Leave

PRLS officials and personnels may avail of a maximum of three (3) days special leave privileges annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

Republic Act No. 9262 or the Anti-Violence Against Women and their Children Act of 2004 grants a ten-day paid leave of absence to any woman personnel in the government service regardless of employment status, who is a victim of violence as defined under Section 3 of the Act or any woman personnel whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself.

RA 9710 s. 2010 and CSC MC 25 s. 2010. Leave for female personnels with women's diseases supported by a medical certificate that she needs to go on leave. It is granted for a maximum of two (2) months, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorder. The special leave may be availed for every instance of gynecological disorder requiring surgery.

21. Special Emergency Leave

Any PRLS personnels directly affected by natural calamities and disasters shall be granted 5 day leave.

VII. Dress code

Pursuant to Civil Service Commission Memorandum Circular Order No. 14, s. 2001, prescribing the Dress Code for All Government Officials and Employees, PRLS director, the Chief of the Division of LRD and LMLAD and in consultation with their personnels, can determine the appropriate office attire for the personnels. As a general rule, the following shall be observed:

1. Upon the absence of prescribed office uniform, PRLS personnel shall be dressed in appropriate business attire such as but not limited to dresses, knee length skirts, dress pants/slacks, jeans, blouses, polos, collared shirts and dress shirts.
2. For security reasons and to be separately recognized, identification cards shall be part of the official attire of all PRLS personnels and shall be worn within office premises.
3. Attire which is contrary to the generally accepted concept of business attire is not allowed in the workplace such as sandos, revealing outfits, walking shorts, jogging pants and the like.
4. Wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with collared polo/shirt (For male personnel) or appropriate blouse or shirt (for female personnel).
5. Closed shoes shall be the standard footwear of all PRLS personnel within office premises.

6. Excessive display of accessories is prohibited.
7. Certain exemptions may likewise be allowed, on the grounds of nature of work when personnel must wear other appropriate clothing; religious affiliations or creed or any practice in relation thereto; circumstances like pregnancy and mourning; physical disabilities, injuries, illness, or the like; and other similar circumstances to any of the aforementioned.

VIII. Confidentiality

The PRLS upholds the fundamental right of the people to public information.

In acting upon request of the public for access to official records, documents and papers pertaining to official acts, transactions, or decisions under the custody, control or possession of the PRLS, its personnel must observe promptness but with meticulous care to protect the integrity of these records, documents, papers or information and to minimize disruption of PRLS operations.

PRLS personnel shall also always keep themselves mindful of all information and records or portions of those records in the official custody, possession and control of the office which are protected by pertinent laws from disclosure. This may include, but not necessarily limited to, the following:

1. Sensitive Personal Information of PRLS personnel without the latter's consent;
2. Records of administrative, civil or criminal cases of any personnel except when required by a court order;
3. Any information not covered by the preceding paragraphs which involve a personnel's personal life and which disclosure might tend to expose him or her to mental anguish, fright, serious anxiety, moral shocks, social humiliation, and similar injury;
4. Any official information obtained by a personnel in his official capacity which disclosure might cause damage, loss or injury to the Office;
5. Official draft guidelines, memoranda, letters not yet approved by the OD to be issued or circulated;
6. Drafts of research papers, concept papers, policy briefs and papers and project proposals except as may be authorized by the OD to be disclosed;
7. Reviews and analyses of proposed bills, Memoranda of Understanding (MOU) and Memoranda of Agreements (MOA), contracts and other agreements entered into by the Bangsamoro Parliament and or any of its members, ministries and agencies not yet finalized and duly approved by the OD for circulation or publication;
8. Any information arising from closed-door PRLS staff meetings;

9. Any information arising from PRLS staff meetings, symposia and conferences, seminars or workshops or those which the OD may characterize as confidential including, but not limited to, the following:
 - a. Records of deliberations or minutes of meetings except when disclosure is authorized by the OD; and
 - b. PRLS deliberations including individual statements or remarks by any personnel made during staff meetings, symposia and conferences, seminars or workshops except when disclosure is with the consent of the personnel concerned and authorized by the OD.

IX. Conflict of Interest

PRLS personnel shall avoid conflict of interest at all times. Conflict of interest arises when any personnel:

1. Enters into a contract with the PRLS for the supply of goods, equipment, supplies and other related items, and services;
2. Has financial interest in any business including but not limited to, being a partner in a partnership or a stockholder in a corporation, engaged under any contract or agreement with the PRLS in the supply of goods, equipment, supplies and other related items, and services;
3. Recommends, suggests or volunteers any person for employment to any supplier or any other person doing business with the office;
4. Takes advantage of confidential information learned on the job for his or her personal benefit;
5. Prioritizes his other employment or private practice of profession, when allowed by law or authorized by the OD, over his official duties to the PRLS; and
6. Solicits or accepts, either directly or indirectly, any gift, gratuity, or favor that may be reasonably perceived by an impartial observer to affect the personnel's decision-making authority.

In case any personnel has personal knowledge of an existing conflict of interest or has genuine reason to believe that a conflict of interest may be afoot, he shall notify the OD within a reasonable period of time and through the most appropriate means.

X. Partisan Political Activity

The PRLS upholds political neutrality. It shall be devoid of partisan influence and consideration. It shall provide services to the parliament, its members, agencies, or offices, and the public without unfair discrimination and regardless of their political parties or affiliation.

Wherefore, it shall be prohibited for PRLS personnel to:

1. Form organizations, associations, clubs, committees or other groups of persons for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
2. Hold political caucuses, conferences, meetings, rallies, parades or other similar assemblies for the purpose of soliciting votes and/or undertaking for or against the election of any candidate for public office;
3. Make speeches announcements or commentaries or hold interviews for or against the election of any candidate of any public office;
4. Publish or distribute campaign literature or materials designed to support or oppose the election of any candidate;
5. Directly or indirectly solicits votes, pledges or support for or against a candidate;
6. Become a delegate to any political convention or member of any political committee or directorate or an officer of any political club or other similar political organizations;
7. Make speeches or publications to draw political support in behalf of any particular party or candidate for public office; and
8. Solicit or receive contributions for political purposes, either directly or indirectly.

This does not, however, include the prohibition or restraint of any kind upon the exercise of a personnel's right to freely express his views on current political problems or issues, or the mention of the names of the candidates for public office whom the latter supports.

XI. Office visitors

“Office visitors” are referred to personnel's friends and family (also referred to as personal visitors), contractors, external vendors, stakeholders, and the public. This policy does not refer to remote personnel of PRLS or personnel from other PRLS locations.

1. Non personnel visitors

Any visitation by a person who is a nonemployee of PRLS is not allowed unless such person is authorized by PRLS.

2. Authorization procedures

Any person who wishes to visit the PRLS office or personnel for any purposes must submit to the company's authorization procedures to be conducted by the front desk personnel, including COVID-19 health protocols (e.g. wearing of mask and face shield, observing proper physical distancing, presenting vaccination card). Upon proper authorization procedures, only PRLS personnel and the front office personnel have the power to authorize visitors.

3. Off-limit areas

Unless otherwise authorized by PRLS, no visitors may access any PRLS premise and/or property including, but not limited to, confidential records, equipment, computer network, and other areas specified as "off-limits".

4. Identification of visitors

All visitors are required to log in and log out, present an identification (ID) card according to the PRLS identification standard, and must always wear the PRLS visitor's identification badges during the visitation.

5. VIP Visitors

Very important person visitors (VIPs), as an exception to the preceding section, shall be given special assistance and be escorted by a supervisor or PRLS official.

6. Heightened requirements

The PRLS may increase restrictions for visitors during, but not limited to, after office hours, during holidays and weekends, during a pandemic, and security threats.

7. Visits by personnel during non working hours.

Unless otherwise authorized by PRLS, no PRLS personnel are allowed to visit the PRLS premises after work hours.

8. Visits by personnel on leave and former personnel.

A personnel who are on leave and/or former personnel are allowed to do visitation provided that the PRLS security and authorization procedures are properly observed.

9. Temporary Personnel, Vendors, suppliers, and contractors

Unless otherwise specified by the PRLS authorization procedures, temporary personnels, authorized vendors, suppliers, and contractors are assigned labeled identification cards depending on their nature of services and/or purposes with limited and/or specified access to PRLS premises.

10. Visits by friends and family members

Unless otherwise specified by the PRLS authorization procedures and/or authorization by PRLS supervisors, family members and friends (also referred to as “personal visitors”) are still considered “outsiders” and shall undergo PRLS security procedures. Considerations, however, are given to a family member or friend during emergencies where a personnel's attention or response is needed immediately.

11. Recording devices

Unless otherwise authorized by PRLS (e.g. media, researcher), no visitors may do any recording purposes into PRLS premises any recording devices, such as, but not limited to, cellphones, cameras, recorders, etc.

12. Supervisors’ responsibilities

Supervisors are to challenge strangers in the PRLS premises who do not display the visitor’s pass to determine their authority for access to the facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the front office.

13. Discipline

Personnels and visitors who violate the policy or observe violations but do not report them shall be subjected to PRLS appropriate disciplinary measures and restrictions.

XI. Prohibited Acts

The following acts and omission shall be considered prohibited for any personnels of the PRLS while on official duty, and violation thereof may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or constitute as gross misconduct for a government personnel, to wit:

1. Accepting gifts, donations and sponsorship
2. Absenteeism and Tardiness
3. Habitual neglect of duty
4. Willful disobedience to lawful orders of officials or their representative
5. Bullying
6. Discrimination
7. Excessive noise in the workplace
8. Smoking inside the premises
9. Drinking alcoholic beverages inside the premises
10. Sexual harassment
11. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another personnel or to any other individual or threatening physical action or injury on Bangsamoro Government property; or other conduct that threatens or endangers the health, safety, or well-being of any person
12. Any form of harassment, discrimination, or retaliation against any person;
13. Willful or negligent damage to office property;
14. Theft or dishonesty;
15. Unauthorized use of office property;
16. Soliciting, collecting money, accepting gifts or donations, or circulating petitions on the Bangsamoro Government property at any time without permission from the PRLS Director or any person of authority;
17. Possessing or carrying firearms, explosives or other dangerous materials in the office, unless the personnel is authorized either by the Bangsamoro Government or law to carry such materials;
18. Unlawful distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a Bangsamoro Government property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances;

19. Insubordination or refusal of an personnel to follow instructions, orders or to perform designated work or to comply with directives of authorized officials;
20. Falsification of public documents;
21. Failure to comply with safety rules, regulations, or common safety practices;
22. Failure to report an accident involving on-the-job injury or damage to office property;
23. Sleeping on the job;
24. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.

XII. Systems on Incentives, Rewards, Recognition

The PRLS department will recognize the accomplishments of personnel with the objectives of recognizing, reinforcing, and retaining department personnel of outstanding merit, dynamism, and dedication to public service.

The department will implement an effective incentive and reward system (in accordance with the Book III of the Bansamoro Autonomy Article no. 172) that encourages a positive reinforcement in personnel's performance, work ethics and development of capabilities towards the achievement of the department's mandate.

XIII. Ethical Standards

Stipulated below are ethical standards PRLS personnel must observe at all times especially with the conduct of their professional services.

1. PRLS personnel shall not use their public position to promote or advance their private interests.
2. PRLS personnel shall at all times uphold the integrity and dignity of the PRLS.
3. PRLS personnel shall conduct themselves with courtesy and candor towards their colleagues , stakeholders and the public.
4. PRLS personnel shall discharge their official functions with honesty and utmost good faith and shall insist on similar conduct by others.

5. PRLS personnel owe fidelity to the PRLS and shall be mindful of the trust and confidence reposed in them.
6. PRLS personnel shall serve with competence and diligence.
7. PRLS personnel shall not refuse service to any requesting party on the account of his or her ethnicity, religion, political beliefs and affiliations, sex, sexual orientation or preferences, social and economic status or physical conditions.
8. PRLS personnel shall not participate in or abet activities aimed at lessening confidence in the PRLS and the Bangsamoro Parliament.
9. PRLS personnel shall at all time ensure integrity in his/her research work. He/she shall keep his/her commitments and abide by the terms of agreements. He/she shall always act with sincerity and maintain consistency of thought and action.
10. PRLS personnel shall ensure honesty in all information and data presented truthfully and accurately.
11. PRLS personnel shall ensure credibility of research.
12. PRLS personnel shall in all phases of research observe transparency.
13. PRLS personnel shall ensure accountability for all research processes, publication, dissemination, and ethical issues.
14. PRLS personnel shall list all authors who significantly contributed to both the research and writing.
15. PRLS personnel shall conduct research and obey relevant laws in full compliance with, and awareness of, local customs, standards, laws and regulations.
16. PRLS personnel shall be responsible for properly acknowledging the unpublished as well as published work of other scholars.
17. PRLS personnel shall avoid discrimination in participant's selection
18. PRLS personnel shall strive to promote social good and remain true to the people.
19. PRLS personnel shall not be involved in research misconduct such as fabrication, falsification or plagiarism.
20. PRLS personnel shall at all times promote excellence.
21. PRLS personnel shall observe independence of judgment.

XIV. Penalties and Filing of Complaint

Filing of Complaint

Any personnel of the PRLS shall have the right to present his or her complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the PRLS, the Bangsamoro Parliament as a whole, and the personnel concerned.

Such complaints or grievances shall be resolved at the lowest possible level, as the case may be, and only until the system of administrative redress of the PRLS provided under its *grievance machinery* has been exhausted, should the personnel concerned elevate his or her complaints to other competent administrative bodies. This flows from practical considerations that the dignity and integrity of the PRLS must be preserved and that, first and foremost, the PRLS is in the best position to act and correct the errors committed by its personnel.

The PRLS shall not be constrained by technical rules of procedure in adjudicating administrative complaints so long as the fundamental right of the parties involved to due process shall be guaranteed. The due process right of a personnel is a malleable concept anchored on fairness and equity. For this purpose, it shall be sufficient that the parties involved are given reasonable opportunity to be heard.

Further, pursuant to the confidentiality provision of this code, any and all PRLS proceedings for the resolution of administrative complaints shall, in all its stages, and when necessary, be kept confidential.

Penalties

The OD shall have the authority to impose appropriate sanctions for any deviation from or violation of this Code as he may deem just and equitable under the circumstances, including but not limited to, reprimand, suspension, forfeiture of benefits, or dismissal.

The authority of the OD to impose sanctions upon guilty personnel shall be exercised by him in accordance with Book V of the Bangsamoro Autonomy Act No. 17 otherwise known as the “Bangsamoro Civil Service Code” and other pertinent civil service rules and regulations.

For practical necessity, considering that the Director of the PRLS cannot be always expected to personally perform the multifarious functions of his office, or in case of his absence or unavailability and when exigency so requires, he may delegate his authority under this section to either of the Division Chiefs, or in the absence or unavailability of both, to the official next in rank and so on. This means that the delegation of authority by the Director to another official, other than to either of the

Division Chiefs, shall be governed by the rule on seniority. The delegation must be in writing and the scope and limitations of the delegate's power must be spelled out expressly therein.

The decision of the delegate shall be subject to review by the Director of the PRLS.