



EXECUTIVE ORDER NO. 58
Series of 2025

ADOPTING A COMPREHENSIVE “NO GIFT POLICY” GOVERNING THE SOLICITATION, ACCEPTANCE, REPORTING, AND DISPOSAL OF GIFTS, GRATUITIES, DONATIONS, AND OTHER BENEFITS BY OFFICIALS AND EMPLOYEES OF THE CITY GOVERNMENT OF NAGA

WHEREAS, Article XI, Section 1 of the 1987 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;

WHEREAS, Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Presidential Decree No. 46, and the Administrative Code of 1987 prohibit the solicitation or acceptance of gifts, favors, entertainment, loans, or anything of monetary value in connection with official duties;

WHEREAS, Presidential Decree No. 46 criminalizes both the giving and the receiving of gifts by reason of official position, on any occasion, including Christmas;

WHEREAS, under Executive Order No. 1, Series of 2025, the City Government of Naga reaffirmed its commitment to good governance and anti-corruption through a principle-based framework anchored on accountability, transparency, and ethical leadership;

WHEREAS, these issuances also prohibit acts that create even the appearance of impropriety, recognizing that public servants must always remain above suspicion and reproach;

WHEREAS, there is a need to institutionalize a comprehensive “No Gift Policy” to safeguard the City Government from conflicts of interest, corruption, and even the appearance of partiality, favoritism, or undue influence.



NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO, City Mayor of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. SHORT TITLE. This Order shall be known as the “**Comprehensive No Gift Policy.**”

SECTION 2. DECLARATION OF POLICY. Public service demands integrity. Accordingly, officials and employees of the City Government shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, discount, service, or anything of monetary value from any individual or entity by reason of office, in the course of official duties, or in connection with any operation, regulation, or transaction affected by their functions. All officials and employees shall conduct themselves in a manner that avoids not only actual impropriety but also the appearance of impropriety, thereby upholding the people’s faith and confidence in government.

SECTION 3. COVERAGE. This Order applies to all City officials and employees, whether elective or appointive, permanent or temporary, coterminous, casual, contractual, or job order, including personnel of local economic enterprises, special bodies, and project units. The prohibitions herein extends to indirect acceptance through:

- A. Family members (spouse, partner, children, and relatives within the fourth civil degree of consanguinity or affinity);
- B. Close personal relations such as close friends, housemates, or frequent social companions; and
- C. Agents, representatives, or entities acting for the benefit of the covered official or employee.



SECTION 4. DEFINITIONS.

- A. **Gift / Anything of Monetary Value** – any item, service, right, hospitality, privilege, loan, discount, rebate, travel, accommodation, entertainment, promise, or other economic benefit given without, or for inadequate, consideration.
- B. **By Reason of Office** – given because of the position held, whether or not linked to a particular transaction.
- C. **Regulated Entity** – any person or organization applying for, or holding, permits, licenses, clearances, contracts, or benefits subject to City action, supervision, inspection, or regulation.
- D. **Nominal or Insignificant Value** – a value so small, trivial, or inconsequential as to be incapable of influencing official action or creating even the appearance of impropriety, and given merely as a token of gratitude or courtesy on a ceremonial or traditional occasion.
- E. **Protocolary Gift** – a customary token exchanged in official meetings or courtesy calls, not intended to influence official action.
- F. **Sponsorship** – any third-party support or subsidy, in cash or in kind, for an official City activity or event.
- G. **Indirect Acceptance** – receipt by or through family, relations, or associates for the benefit of a covered official or employee.

SECTION 5. GENERAL PROHIBITIONS. No personnel shall:

- A. Solicit or accept, directly or indirectly, any gift or benefit by reason of office or in relation to a transaction involving the City;
- B. Receive any gift from a Regulated Entity or any person with a pending or prospective transaction;



- C. Accept gifts, cash, or favors in exchange for official action or for the hope of favorable treatment;
- D. Use one's position to obtain discounts, loans, or debt condonation;
- E. Solicit "donations" or "sponsorships" for personal or departmental celebrations;
- F. Accept travel, accommodation, or entertainment paid by a Regulated Entity or any person with a pending or prospective transaction;
- G. Permit family or close relations to receive gifts that would be prohibited if given directly; or
- H. Engage in any act that may reasonably create the appearance of impropriety, favoritism, or indebtedness toward any person or entity.

SECTION 6. HIGH-RISK SITUATIONS. All personnel are enjoined to exercise necessary vigilance, prudence and circumspection to guard against violations of this Order, particularly those in high-risk situations such as personnel involved in but not limited to:

- A. Procurement and contract management;
- B. Licensing, inspection, and enforcement;
- C. Permits, taxation, and collections;
- D. Quasi-judicial, grievance, and case handling;
- E. Recruitment, promotion, and performance evaluation; and
- F. Financial management, disbursement, or appraisal.



SECTION 7. LIMITED EXCEPTIONS. These exceptions are strictly construed and do not apply if acceptance could create the appearance of impropriety:

- A. Nominal Tokens** – Unsolicited souvenirs of nominal or insignificant value given on ceremonial or traditional occasions;
- B. Gifts from Family or Close Personal Relations** – Motivated purely by personal affection and unrelated to official duties;
- C. Protocolary or Official Courtesy Gifts** – Exchanged during official functions, provided these are recorded and turned over to the office if more than nominal in value;
- D. Institutional Donations or Sponsorships** – Accepted in the name of the City through a duly executed MOA, officially received, and publicly disclosed.

Any doubt shall be resolved against acceptance.

SECTION 8. REPORTING AND DISPOSITION. Any gift or benefit that is not clearly within the exceptions, or is of more than nominal value, must be reported within five (5) working days to the Accountability Review Committee (ARC), and turned-over, if tangible, to the same for documentation and appropriate disposal. The ARC shall maintain a registry of reported gifts.

SECTION 9. LIABILITY AND SANCTIONS. Any violation of this Executive Order shall subject the offender to administrative penalties under Civil Service rules (reprimand, suspension, or dismissal); criminal prosecution under RA 3019, RA 6713, PD 46, and related laws; and/or forfeiture or recovery of any prohibited gift or benefit.



SECTION 10. COMMUNICATIONS AND PUBLIC NOTICE. All City offices shall display “No Gift Policy” posters in public areas and include a “No-Gift Clause” in contracts, bid documents, and official correspondence, informing the public that officials and employees cannot accept gifts under the circumstances detailed in this Executive Order or any other circumstance that may appear improper.

SECTION 11. AMENDMENTS AND INTERPRETATION. This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.

SECTION 12. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

SECTION 13. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 14. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 22nd day of October, 2025.

MARIA LEONOR G. ROBREDO
City Mayor

Attested by: _____

Raynor A. Rodriguez