



### **3. Common duties of the Board and Management**

**1. Duty to safeguard shareholders.** — The Board of Directors and officers of PCSO 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. In order to promote integrity, accountability, proper management of public affairs, Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007 mandates the re-engineering/simplification of systems and processes/procedures to ensure delivery of fast, efficient, convenient and reliable service. To this end, the following shall be implemented:

1. There shall be created and implemented a service standard (citizen's charter) and posted in the PCSO website and conspicuous places within the agency to enumerate/describe in simple terms the step-by-step procedure for availing any and all services offered by PCSO to the public including standards to guarantee performance level that the public may expect for any particular service, such as but not limited to:
  1. The procedure to obtain a particular service;
  2. The person/s responsible for each step;
  3. The maximum time to conclude the process
  4. The document/s to be presented by the customer, if necessary;
  5. The amount of fees, if necessary; and
  6. The procedure for filing complaints.
2. All frontline service shall be attended to within 5 days (simple transactions) to 10 days or more (complex transactions). Appropriate criminal and administrative sanctions may be imposed for "fixers" who for pecuniary consideration expedite the processing of any PCSO service/transaction; and
3. Adoption of CSC's "No Noon Break" policy for all frontline services including allowance for flexible lunch break for all employees stationed at all front line offices.



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

2. **Hierarchy of stakeholders.** — Consistent with the World Lottery Association (WLA) corporate social responsibility (communication standards) for lottery organization stakeholders; and PCSO's mandate under Section 1, RA 1169, as amended (Charter), the Board and Management shall observe the following order in the hierarchy of stakeholders: (1) The Government; (2) Gaming Public (Players); (3) Charity and Social Services Beneficiaries; (4) PCSO Workforce; (5) Retailers (Agents/Distributors); (6) Suppliers/Service Providers; and (7) Oversight/ Regulatory Authorities.
3. **Conflict of interest by, between and among stakeholders.**— In resolving conflict of interest by, between and among each category of stakeholders, the Government's interest and exercise of ownership over the PCSO shall, at any and all instance, be preferred, promoted and protected.
4. **Relations and communication plan for stakeholders.** —

### 1. The Government. —



*As a wholly owned and controlled Government Corporation (GOCC) created under Act 4130 (1935) and existing under Republic Act No. 1169, as amended), PCSO owes its fidelity, first and foremost, to the Government. To this end, PCSO shall, at all times, promote and protect the best interest of the Government in all its dealings. All conflict of interest by, between and among the category of stakeholders herein enumerated, as far as practicable and when legally allowed, shall be resolved in favor of the Government as the owner of PCSO.*



## **2016 PCSO MANUAL OF CORPORATE GOVERNANCE**

### **What is expected of PCSO by the Government?**

1. To comply with the laws, rules, regulation, policies and directives issued by the Government including lawful orders of local Courts and quasi-judicial bodies;
2. To align its strategic goals and programs towards the attainment of the National Government's Development Plan specifically, programs that will alleviate poverty;
3. To promptly and diligently settle its statutory obligations to help raise revenues for its nation building specifically, alleviation of poverty thru fund provision for the Government's priority health and welfare programs or provision for accessible basic health services.

### **What is expected by PCSO from the Government?**

1. Support in the holding and conduct of its gaming activities and fulfillment of its mission to provide and/or augment Government funds for medical, health, charitable and social services programs and projects.

### **Projects or programs**

1. Obtaining authority for projects or programs that requires prior approval from the Office of the President;
2. Compliance with Presidential directives on matter affecting PCSO's gaming activities and operations;
3. Regular meetings and consultations with designated representatives from the Office of the President and oversight bodies with delegated authority to oversee the gaming operations of PCSO.

### **Means of dialogue**

1. Official communications (Memorandum Circulars, Joint Circulars, Executive Order, etc.);



1. Integrity, reliable and secure holding and conduct of sweepstakes horse races, lotteries and similar activities;
2. Continuous product and market research and development to be able to provide the gaming public with more entertaining, competitively priced, interactive and market responsive product/game offerings.

1. Product loyalty and continued patronage of the gaming public;
2. Distinction of PCSO games as better and more competitive alternative to all forms of illegal number games.

1. Market surveys and product studies shall be conducted regularly to suit the evolving needs and preferences of the gaming public;
2. Tried and tested “Responsible Gaming” (players protection) practices or programs [consistent with World Lottery Association (WLA) and/or Asia Pacific Lottery Association (APLA) standards or lottery industry best practices] shall be promoted at all times;
3. Anonymity of jackpot winners shall be guaranteed, except when the winner voluntarily requests for the public disclosure of his/her personal details (name/address) in writing.;
4. Public service announcement/warnings against SMS (text) and e-mail lottery scams and use of fraudulent tickets during the live telecast of daily draws; and for this purposes, PCSO shall be authorized to avail itself of a dedicated SMS services or use appropriate web applications to serve as one (1) of media and platform for public announcements and/or warning system to the gaming public, subject to availability of funds and the usual accounting and auditing laws, rules and regulation;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

5. Daily multi-media announcements of draw results and how to claim prizes;
6. Announcement (infomercial) of new product offerings during live TV draws; and
7. Continual improvements in its gaming operations including standardization of core processes in its gaming and branch operations, shall be introduced, such as, but not limited to, use of latest technology or engagement of new sales and marketing programs to maintain and penetrate or expand its current market.

### Means of dialogue

1. Provision for customer feedback page at [www.pcsso.gov.ph](http://www.pcsso.gov.ph);
2. Monthly publication of PCSO Newsletter (Latest News on Gaming and charity services) at [www.pcsso.gov.ph](http://www.pcsso.gov.ph);
3. Distribution of game brochures, posters and other reading are made available in all PCSO retail outlets including trade shows or seminars/fora;
4. Nationwide simulcast of live lottery draws and infomercials in the Government Channel (PTV 4);
5. Information about PCSO lottery, sweepstakes, programs and services shall be available at [www.pcsso.gov.ph](http://www.pcsso.gov.ph);
6. Draw schedules and game results shall be made available in all lotto outlets, select radio and TV stations, newspapers (broadsheet/tabloid) and at [www.pcsso.gov.ph](http://www.pcsso.gov.ph).



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

### 3. Charity and Social Services Beneficiaries. —



The social function of PCSO (i.e., *reason for being*) is to **alleviate poverty** thru the fund provision and/or fund augmentation of the Government's priority and basic medical/hospital/social services including charities of national character.

For this reason, the PCSO Charity Fund — *a trust liability account and representing thirty percent (30%) of PCSO's net retail receipts* — shall be appropriated judiciously and used exclusively to finance and support health programs, medical assistance, social services support charities of national character including disaster or calamity response.

Similarly, PCSO shall endeavor to provide fast, efficient and reliable charitable and social services to its beneficiaries nationwide, by itself or in partnership with LGUs, government agencies, charitable socio-civic organization of national character including recognized private organizations engaged in providing health and medical services for the poor, sick and disadvantaged sectors of the society.



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

### **What is expected of PCSO by its charity and social services beneficiaries?**

1. Judicious fund management and appropriation of the PCSO Charity Fund;
2. Rationalized Charity Fund distribution thru the implementation of programs and projects of nationwide reach and with poverty alleviation impact;
3. Effective and efficient release of individual/institutional assistance keeping in mind prudent fiscal fund management and the need to comply with the usual public accounting and auditing laws, rules and regulation;
4. Sustained revenue generation from PCSO's gaming activities to be able to provide and/or augment scarce funds for priority health, welfare and social programs of the National Government.

### **What is expected by PCSO from its charity and social services beneficiaries?**

1. That PCSO's health and social projects and programs geared at alleviating poverty are properly implemented and properly accounted for.

### **Projects or programs**

1. Mandatory/Statutory Contributions including Presidential Issuances. —
  1. RA#6847 – Six (6) Sweepstakes Draws as contribution to the Philippine Sports Commission Program
  2. RA#7722 – 1% of lotto gross sales to the Commission on Higher Education
  3. RA#7660 – Documentary Stamp Tax – 10% of the gross sale



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

4. RA#7835 –10% of Charity Fund to the Comprehensive and Integrated Shelter and Urban Development Financing Program (National Shelter Program)
5. RA#8042 – Sec.20 and 77 of the Omnibus Rules provides for the appropriation of PhP10 million for the Shared Government Information System on Migration (SGISM) under the Department of Foreign Affairs
6. RA#8042 – Article IX Section 37 known as the Migrant Workers Act of 1995 – PhP 150 million shall be funded from the proceeds of lotto draws taken from the Charity Fund for the Congressional Migrant Workers Scholarship Fund
7. RA#8175 – 10% of net income for the Crop Insurance Program
8. RA#8313 – PhP100 million from lotto agents for the upgrading of the Quirino Memorial Medical Center
9. RA#8371 – PhP 50 million contribution to the National Commission on Indigenous Peoples for the Ancestral Domain Fund
10. RA#8492 – PhP 250 million from the annual net earnings from lotto for the Museum Endowment Fund
11. RA#9165 – 10% share on forfeited prizes as special account in the general fund of Dangerous Drugs Board
12. E.O.#201 – PhP 1 billion Standby Fund for the financial requirement for Severe Acute Respiratory Syndrome (SARS) awareness and health promotion campaign
13. E.O.#218 – PhP 1 billion Stand-by Fund for the operations and programs of the Philippine Drug Enforcement Agency
14. E.O.#280 – PhP 250 million Stand-by Fund for the financial requirements of the Avian Influenza or Bird Flu Viruses
15. E.O.#357 – 5% Lotto share of local government units from the Charity Fund

2. Regular medical and dental missions;
3. Individual Medical Assistance Program (IMAP) to cover hospitalization and medical needs of walk-in and referred indigent and sickly clientele;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

4. Hospital Endowment Program to cover hospitalization expenses of those patients in charity wards of select public and private hospitals nationwide;
5. Dialysis and Chemotherapy assistance which provide free medication and treatment for indigent patients who are suffering from diabetes and cancer;
6. Institutional Partners (IPs) Assistance Program for Charities of national character that are engaged in the promotion and delivery of health, medical and social services for the poor;
7. Ambulance Donation Program for LGUs and qualified government, non-governmental, civic and social organizations;
8. Medicine and Medical Supplies Donation Program;
9. Calamity/disaster response (relief and/or augmentation of funds for rehabilitation of health facilities, if necessary) or rural health capability building projects; and the like.

### Means of dialogue

1. Regular monitoring of Beneficiaries (Monthly/ Annual Reports, Liquidation Reports, etc.)
2. Monthly publication of PCSO Newsletter (Feature: Charity Services) at [www.pcsso.gov.ph](http://www.pcsso.gov.ph) ;
3. On-line publication in the PCSO website of the requirements for various charitable services including requests for financial assistance, and the like including ambulance donation;
4. Posters and other reading materials for IMAP, IPs and Endowment assistance are available at the PCSO Charity Office and all Branch Offices; and
5. Special feature articles on PCSO's Charity and Social services in select newspapers, magazines and blog sites.



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

### 4. PCSO workforce. —



The sustainability of PCSO games, promotion and protection of its corporate goodwill including over-all operational efficiency are the shared responsibility of the Board, Management and its workforce.

As such, the engagement of PCSO's workforce is not only necessary but crucial in the attainment of the agency's targets considering that its personnel are its most important resource. To this end, the Board and Management will strive to address the general working condition of employment (e.g. employee attraction & retention (hiring selectivity, low voluntary turnover, long average length of service, employer of choice, competitive pay & benefits) including provision for programs that will align individual performance towards the attainment of the agency's targets.

#### **What is expected of PCSO by its workforce?**

1. Regular cascading of PCSO's strategic objectives (targets, plans, programs and policies affecting its workforce);
2. Provision for a strategic performance management system (SPMS) that will align individual performance towards the attainment of PCSO's strategic organizational goals, programs and projects including a performance based incentive plan;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

3. Provision for continuing human resource development programs which aim to enhance employees/officers competencies and skills based on the agency's operational requirements;
4. Observance of the CSC prescribed grievance machinery aimed at addressing issues on working conditions, economic and non-economic benefits including a forum to air legitimate grievances, suggestions and other employees concerns; and
5. Regular dialogue and consultation.

### **What is expected by PCSO from its workforce?**

1. An engaged workplace.- An engaged workplace is one where officers and employees know more, do more and willingly contribute to the success of PCSO in fulfilling its mandate and social functions such that, each officer and employee knows: (1) Office rules, relationship and complementary services of each and every office within PCSO; (2) Knows their customers and their expectations of the quantity, quality and promptness in delivering services.

### **Projects or programs**

1. Fund provision for cascading programs to inform/orient employees on the agency's annual strategic corporate plans consistent with the GCG's approved Performance Agreement Negotiation (PAN) including strategy map and balanced score card, etc.;
2. Publication of this MANUAL including performance agreements and related documents submitted to GCG by PCSO to all of its officers and employees in [www.pcsso.gov.ph](http://www.pcsso.gov.ph) and the agency's intranet;
3. Seminars, trainings and workshops to re-tool personnel and acquire new knowledge and skills to be able to discharge their new functions under the rationalized PCSO;
4. Mandatory implementation of the Civil Service Commission (CSC) approved Strategic Performance Management System



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

(SPMS)<sup>21</sup> (i.e. *target based performance evaluation and incentive program which aims to align individual performance towards the attainment of the agency's strategic targets and programs; and provide for a performance based merit, incentive and promotion system*) effective January 2015;

5. To ensure the wellness of its employees, provision for Employees Medical Assistance Program (EMAP), Fitness programs (aero class and fun runs for charitable causes) and Sports Activities (Government Corporation Athletic Association (GCAA), and the like;
6. Implementation of the CSC approved guidelines on calamity leave for qualified officers and employees including study-leave, paternal/maternity/single parent leave including sabbatical leave;
7. Collective Negotiation Agreement (CNA) with the registered bargaining unit for the rank and file (Sweepstakes Employees Union) and the managers/executives association (Guild of Executives and Managers of Sweepstakes), subject to applicable laws and rules;
8. Agency funded annual team building sessions (per Department) including social activities for special occasion/milestones of the agency.

### Means of dialogue

1. PCSO official website: [www.pcsso.gov.ph](http://www.pcsso.gov.ph) for announcements, transparency seal, corporate governance seal; others relevant information about programs and activities of PCSO affecting its workforce);
2. Provision for publication of contact numbers including e-mail addresses of the Board and Key Officers of PCSO so employees can ventilate their concerns in their chosen medium of communication;
3. Intranet and webmail provision and access for all officers and employees;
4. Regular Sector/Departmental/Division/staff meetings;

<sup>21</sup> Required under CSC Memorandum Circular No. 6, series of 2012



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

5. Administrative issuances (Board Resolutions, Special Orders, Memorandum Orders and Guidelines or Implementing Rules);
6. Bulletin Boards and suggestion boxes;
7. Authorized and recognized bargaining agents shall be allowed to hold free and peaceful assemblies during snack/lunch breaks, subject to applicable CSC laws, rules and regulation; and
8. From time to time, the Management may call for Employees General Assembly to address pressing employees concern/s.

### 5. Retailers (Individual and/or Corporate Agents, Merchant Partners and Distributors). —



PCSO's retailers (i.e., individual agents, agent corporations including sales distributors) are reliable business partners of PCSO in the marketing and sales of its gaming products. As such, PCSO shall aim to promote, improve and develop good business relationship with its business partners based on mutual trust. Efforts shall be made to retain and expand their continued support to the agency and loyalty to its products.

#### What is expected of PCSO by its retailers?

1. Continuous product development of innovative, entertaining and attractive sweepstakes and lottery games for competitive advantage;

- ### What is expected by PCSO from its retailers?

- ## Projects or programs

- ### Means of dialogue

1. Regular training sessions for retailers (orientations and technology transfer sessions for existing and new products including use of game software, hardware, paraphernalia and supplies);

2. 24/7 hotline and repair service for retailers;
3. Distribution of game brochures, posters and other reading materials are made available in all PCSO retail outlets including trade shows or seminars/fora;
4. Nationwide simulcast of live lottery draws and infomercials in the Government Channel (PTV 4);
5. Information about PCSO lottery, sweepstakes, programs and services shall be available at [www.pcsso.gov.ph](http://www.pcsso.gov.ph) including draw schedules and game results;
6. Game results shall also be made available for lotto outlets, select radio and TV stations, local newspapers and the web/blogs.

#### **6. Suppliers/Service Providers. —**



PCSO shall aim to develop relationship and improve its networking with its business suppliers and/or service providers based on mutual trust.

For this purpose, all suppliers and service providers shall be engaged competitively keeping in mind the most advantageous terms for the Government and in all instances, in compliance with applicable procurement laws, rules and regulation.

Thus, diligence shall be observed in the selection of PCSO suppliers and service providers, emphasis shall be had to ascertain their track record and the quality of the services offered (*i.e., state-of-the-art technology and world class*



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

*service, strong customer relations and deep industry knowledge and experience) and capacity to implement and deliver value-added solutions within the approved budget in a given year.*

### **What is expected of PCSO by its suppliers and/or service provider/s?**

1. Long term business relation thru the supply and delivery of all operational requirements of PCSO.

### **What is expected by PCSO from its suppliers and service providers?**

1. Timely, reliable and efficient delivery of supplies and services to avoid hiatus in the holding and conduct of PCSO's gaming activities, daily operations including delivery of its health, medical and social services to the public;
2. Timely, reliable and efficient delivery of after sales support, technical assistance and maintenance services, where applicable;
3. That the goods and services delivered are according to specifications, terms and conditions of the contract, consistent with applicable procurement laws, rules and regulation and necessarily include the standard warranty that the goods delivered are free from any hidden faults or defects, or any charge or encumbrance not declared or known to PCSO.

### **Projects or programs**

1. Strict compliance with the laws, rules and regulation on Government Procurement for goods, consulting services and infrastructure projects;
2. Regular trainings and seminars on government procurement;
3. Disclosure in transparency in PCSO's annual procurement plan and procurement activities;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

4. Mandatory publication in PhilGEPS of all procurement activities of PCSO.

### Means of dialogue

1. Posting/publication of PCSO's annual procurement plan and activities at [www.pcsso.gov.ph](http://www.pcsso.gov.ph);
2. Posting/publication of all PCSO procurement activities in PhilGEPS;
3. Provision for the conduct of Pre-Bid Conference of all items for public bidding including mandatory Post-Qualification activities.

### 7. Oversight/Regulatory Authorities. —



The Commission on Audit, Civil Service Commission, Governance Commission for GOCCs under Republic Act 10149, Oversight Committees in the Senate and House of Representatives including Department of Budget and Management and Department of Finance, and the like, serve as PCSO's oversight and regulatory authorities.

These offices were created by law to deal with specific issues on service delivery, simplification of processes, public accountability and transparency including good governance initiatives and proper implementation of PCSO programs/projects.



## **2016 PCSO MANUAL OF CORPORATE GOVERNANCE**

### **What is expected of PCSO by oversight bodies and/or regulatory authorities?**

1. For PCSO to diligently comply with all laws including the rules and regulations issued by its oversight and/or regulatory authorities;
2. For PCSO to deliver truthful, adequate and timely reports which are required and/or prescribed by As such, PCSO shall diligently comply with all rules and regulation issued by its oversight and/or regulatory authorities.

### **What is expected by PCSO from oversight bodies and/or regulatory authorities?**

1. Support in the holding and conduct of its gaming activities including delivery of its medical, health, charitable and social services for the Filipino people.

### **Projects or programs**

1. Obtaining required approval of authorities before any games are introduced and launched in the market;
2. Submission of annual reports to oversight bodies and other documentary requirements and/or reports;
3. Regular meetings and consultations.

### **Means of dialogue**

1. Dialogues and regular contacts through the emails, telephone, website, etc.;
2. Official communications (Memorandum Circulars, Joint Circulars, Executive Order, etc.);
3. Budget deliberations;
4. Performance agreement negotiation (PAN), etc.;
5. Submission of regular reports on the state of finance and/or corporate strategy, programs, projects including any and all good governance initiatives of PCSO.



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

5. **Appropriate, timely and adequate services.** — Nothing in this MANUAL shall be construed as relieving or excusing PCSO, its Director/s and Officers, from complying with more rigorous standards of corporate governance as required by regulatory/supervising agencies and applicable laws, rules and regulation.
6. **Health and safety standards.** — PCSO shall provide a safe, healthy and enjoyable working environment for all its employees, outside contractors and visitors. It shall comply with all relevant local legislation or regulations, and best practice guidelines recommended by national health and safety authorities.
7. **Environmental standards.** — Considerations for inevitable environmental impacts associated with PCSO's daily operations shall be taken into account and PCSO shall strive to minimize harmful effects and consider the development and implementation of environmental standards in all its offices and areas of operation. For this purpose, PCSO shall identify opportunities to reduce consumption of energy, water and other natural resources. As far as practicable, PCSO shall re-use and recycle where possible and dispose of non-recyclable items responsibly.
8. **Disclosure of conflict of interest.** —
  1. **Duty to disclose of conflict of interest.-**
    1. If an actual or potential conflict of interest should arise on the part of the Board members or executive officer, it shall be fully disclosed before the Board and the concerned Board member or executive officer shall not participate in the decision-making;
    2. A board member or executive officer who has a continuing conflict of interest shall either divest or resign subject to existing administrative laws and GCG rules and regulations;
    3. Any question about a Board member's or executive officer's actual or potential conflict of interest with the PCSO shall be brought promptly to the attention of the Chairman of the Board, who together with the Board shall review the question and determine an appropriate course of action;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

4. If the Chairman of the Board is the trustee in question, he or she shall voluntarily inhibit and the vice Chairman together with the Board shall take over in reviewing the questions and deciding on the action to be taken.

### 2. **When conflict of interest exists.**- Conflict of interest exists for any Board member or executive officer of the PCSO when:

1. He/she supplies or is attempting or applying to supply goods or services to the PCSO or endorsing those supplied by their relatives or friends;
2. He/she supplies or is attempting to supply goods, services or information to an entity in competition with the PCSO;
3. By virtue of his or her office, acquires or is attempting to acquire for him/herself a business opportunity which should belong to the PCSO;
4. He/she accepts an offer or receives a favor or consideration for delivering the business of PCSO to a third party; and
5. He/she is engaged or is attempting to engage in a business or activity which competes with or works contrary to the best interest of the PCSO.

### 3. **Prohibitions.** - Every Director and Officer, *as fiduciary of the State*, accepts his/her position fully aware that he/she assumes certain responsibilities not only to PCSO and its stakeholders, but also with different constituencies who have the right to expect that PCSO is being run in a prudent manner and with due regard to the interests of all stakeholders. Consequently, the following activities shall be prohibited:

1. Existence of conflict of interest and its non-disclosure as defined under items 1 and 2 hereof;
2. Manipulation, concealment, abuse of confidential or privileged information including misrepresentation of material facts;
3. Violation of applicable provisions under the Anti-Graft and Corrupt Practices Act (RA 3019), Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) including administrative issuances by supervising agencies such as, but



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

not limited to, the Office of the President, Governance Commission for GOCCs, Civil Service Commission, etc.

**9. Transparency and Access to Information.** — The essence of good corporate governance is transparency. The more transparent the internal workings of the GOCC are, the more difficult it will be for the Board and/or Management to mismanage the GOCC or to misappropriate its assets. It is therefore imperative that PCSO discloses all material information to the National Government and the public, *its ultimate stakeholder*, in a timely and accurate manner at all times. Consistent with DBM National Budget Circular 542 series 2012 and Section 93, Republic Act No.10155 (2012 General Appropriations Act) in relation to GCG Memorandum Circular Nos. 2012-07; 2013-02 (re-issued) and 2015-07, the PCSO shall disclose to the public material information about the state of finances, corporate governance and activities of the agency by maintaining a transparency seal and a corporate governance seal in its official website at [www.pcsso.gov.ph](http://www.pcsso.gov.ph), as follows:

- 1. Transparency seal and Corporate governance seal:** PCSO shall adopt the transparency and corporate governance seal to disclose business, financial and corporate disclosures in its official website, subject to applicable rules and regulations.



- 2. Conditions common to all National Government Agencies and GOCCs:**

1. Transparency seal;
2. PhilGEPS posting;
3. Cash Advance Liquidation;
4. Citizen's Charter or its equivalent;



## 2016 PCSO MANUAL OF CORPORATE GOVERNANCE

5. Government Quality Management System Standards (GQMSS) pursuant to Executive Order No. 605, series of 2007; and
6. Compliance with the submission and review requirements covering Statement of Assets, Liabilities and Net Worth (SALN)<sup>22</sup>;

### 3. Conditions specific to GOCCs covered by RA No. 10149:

1. Corporate governance seal;<sup>23</sup>
2. Payment of all statutory liabilities including the payment of all taxes due to the Government and declaration and payment of all dividends to the State as of the end of the applicable calendar year. Liabilities that are still under dispute and there has been no final and executory judgment/decision as of the date of the date of release of the PBB by the PCSO shall be excluded from this provision;
3. Submission and execution of concrete and time bound action plans for addressing the Notice of Disallowance and Audit Observation Memoranda from the Commission on Audit (COA), if any;
4. Adoption of a code of ethics - **“PCSO Manual of Corporate Governance”** - pursuant to Section 42, Code of Corporate Governance (GCG Memorandum Circular No. 2012-07 that is approved by the GCG and uploaded in [www.pcsso.gov.ph](http://www.pcsso.gov.ph) which shall state the following information:
  1. Detailed responsibilities of members of the Board, which shall be available to all stakeholders and to the public as defined under Section III (Plan of Compliance) and Section IV (Common duties of the Board and Management) hereof;

<sup>22</sup> Pursuant to CSC Memorandum Circular No. 3, s. 2012

<sup>23</sup> Pursuant to GCG Memorandum Circular No. 2015-07 (Corporate Governance Scorecard)