



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

Telefax: 631-84-92  
Direct Line: 633-72-03  
Trunk Line: 632-13-61 locals 2006 / 2105  
E-Mail Address: asecreb@i-next.net

**AUG 28 2002**

DEPED MEMORANDUM  
No. 165, s. 2002

**DEPED COMPLIANCE TO THE PRESIDENTIAL ANTI-GRAFT  
COMMISSION MEMORANDUM**

To : Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors  
Schools Division Superintendent

1. For your information and guidance, enclosed is a memorandum from Chairman Dario C. Rama of the Presidential Anti-Graft Commission dated July 5, 2002, invoking compliance with Sec. 5 of RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees".
2. In view hereof, all DepEd officials and employees shall act promptly on all letters and requests within fifteen (15) working days from receipt hereof.
3. Wide dissemination of this Memorandum is desired.

*R. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary  
Officer-In-Charge

Encl.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

COMPLAINTS  
EMPLOYEES  
LEGISLATIONS  
OFFICIALS

*"Bawat Graduate, Bayani at Marangal"*

*Office of the President  
of the Philippines*  
**PRESIDENTIAL ANTI-GRAFT COMMISSION**

**MEMORANDUM**

DATE : 5 JULY 2002  
TO : ALL PUBLIC OFFICIALS AND EMPLOYEES  
FROM : THE PRESIDENTIAL ANTI-GRAFT COMMISSION  
RE : DUTY TO RESPOND TO ALL COMMUNICATIONS WITHIN FIFTEEN (15) WORKING DAYS PURSUANT TO SECTION 5 PARAGRAPH (A) OF REPUBLIC ACT NO. 6713 OTHERWISE KNOWN AS THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES"

The Presidential Anti-Graft Commission (PAGC) has received a number of complaints on alleged official inaction or delayed action on letters, telegrams, petitions or other forms of communications from the citizenry.

Please be reminded that Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," provides:

"Section 5. Duties of Public Officials and Employees. – In the performance of their duties, all public officials and employees are under obligation to:

- (a) Act promptly on letters and requests. – All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request." (Underscoring supplied.)

In relation to this, the Code provides:

"Section 5. Penalties. –

- (a) Any public official or employee, regardless of whether or not he holds office or employment in casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) month's salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. x x x "
- (Underscoring supplied.)

Also, please be reminded that with respect to Presidential appointees, the Commission has the power to investigate or hear administrative cases or complaints involving possible violation of R.A. No. 6713 (Section 4[3], Executive Order No. 12 series of 2001), among others.

For your guidance and strict compliance.

  
DARIO C. RAMA  
Chairman 

GEL7/5/2002