



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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18 September 2006

MEMORANDUM CIRCULAR NO. 10-2886-6  
Series of 2006

TO : ALL CONCERNED

SUBJECT : **CODE OF CONDUCT AND ETHICAL STANDARDS FOR  
NMIS INSPECTION PERSONNEL**

## **I. POLICY**

NMIS Inspectors and Auditors are civil servants. As such, they shall at all times be accountable to the people. They shall discharge their duties with utmost responsibility, integrity, competence, and loyalty. They shall act with the highest level of patriotism and justice, lead modest lives and uphold public interest over personal interest.

NMIS Inspectors and Auditors shall maintain the clients' trust at all times. This trust rests on the Inspectors and Auditors unyielding commitment to the highest ethical standards in every aspect of their function.

## **II. NORMS OF CONDUCT AND RESPONSIBILITIES OF NMIS INSPECTORS AND AUDITORS**

NMIS Inspectors and Auditors shall perform their function by following recognized scientific principles with the full understanding that the lives, health, personal well-being, financial well-being, and legal well-being of both clients and the general public may depend upon their professional judgment, evaluation, recommendations and provided services.

Inspectors and Auditors shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.

Inspectors and Auditors shall pose questions clearly and advise clients accurately and correctly regarding inspection and audit observations. They shall be direct and concise in discussing inspection and audit results.



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The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

Inspectors and Auditors shall keep confidential personal and business information obtained during the exercise of their official duties and activities. They shall refrain from discussing another client's processes, inspection and audit results and never make derogatory remarks about other meat establishments inspected and audited.

Inspectors and Auditors shall avoid circumstances and situations wherein a compromise of professional judgment or conflict of interest may arise. Conflict of interest such as previous involvement with subject of inspection and audit, previous employment, personal friendships, and financial relationships shall be ground for an inspector or an auditor to inhibit oneself in performing the inspection or audit.

Inspectors and Auditors shall act responsibly to uphold the integrity of their inspection and audit skills and of their professional training and certification.

Inspectors and Auditors appearance shall always convey a competent and favorable impression.

### **III. PROHIBITED ACTS AND TRANSACTIONS**

Inspectors and Auditors shall not

1. Directly or indirectly, have any financial or material interest in any transaction requiring the approval of NMIS
2. Use or divulge, confidential or classified information (i.e. SSOP & HACCP plan) officially known to them by reason of their office and not made available to the public, either (a) to further their private interests, or give undue advantage to anyone; or (b) to prejudice the public interest.
3. Solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of official duties, or in any operation being regulated by, or any transaction, which may be affected by the functions of NMIS.

### **IV. SANCTIONS & PENALTIES**

Administrative offenses as stated in Civil Service Laws and Rules, Executive Order 292 (Book V) and Omnibus Rules (Rule XIV Section 22), are applicable in the conduct of inspection and audits of NMIS personnel.

FOR YOUR GUIDANCE AND STRICT COMPLIANCE.



**MINDA S. MANANTAN**  
*Officer In-charge*  
Office of the Executive Director