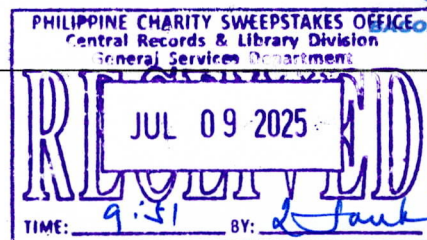




Memorandum Order No. 2025-235  
24 June 2025



## POLICY ON FORMAL ACKNOWLEDGMENT OF THE PCSO CODE OF CONDUCT AND ETHICAL STANDARDS

### 1. Purpose

To uphold the integrity, professionalism, and public accountability expected of all personnel, the Philippine Charity Sweepstakes Office (PCSO) hereby institutionalizes a formal acknowledgment process for the Code of Conduct and Ethical Standards for PCSO Officials and Employees, issued under Memorandum Order No. 2022-100, s. 2022.

### 2. Scope

This policy applies to all newly hired PCSO employees, regardless of their employment status.

### 3. Policy Statement

To ensure that all employees are made fully aware of the ethical standards, prohibited conduct, and professional expectations governing their public service from the very start of their employment, all newly hired personnel shall be required to formally acknowledge receipt of **Memorandum Order No. 2022-100, s. 2022**, also known as the **PCSO Code of Conduct and Ethical Standards**.

The acknowledgment shall be submitted to the Human Resources Department (HRD) during the onboarding and orientation process and shall form part of the employee's official 201 file.

### 4. Implementation

The Human Resources Department (HRD) shall:

- Disseminate a copy of this policy through the Central Records and Library Division (CRLD) to all newly hired employees as part of the official orientation materials.
- Facilitate the execution of an Acknowledgment Form confirming receipt.



- Retain the signed acknowledgment in the employee's 201 file as documentary evidence of compliance.

## 5. Compliance

Failure to submit the signed acknowledgment shall result in the withholding of the employee's first salary until compliance is completed. It may also be a ground for appropriate administrative sanctions under the applicable civil service rules and regulations, and PCSO's internal policies.

## 6. Effectivity

This policy shall take effect immediately upon approval.

For strict compliance.

  
**MELQUIADES A. ROBLES**  
General Manager

