



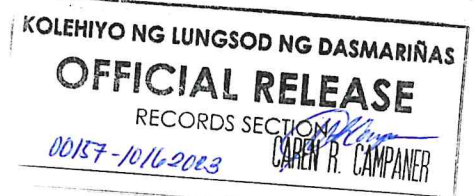
**KOLEHIYO NG LUNGSOD NG DASMARIÑAS**  
**OFFICE OF THE PRESIDENT**

**EXECUTIVE ORDER**

**No. 001 s. 2023**

14 October 2023

To: **The KLD Community**  
From: *Jalabandis*  
**Prof. Dr. Juanito O. Cabanias, LPT**  
*President*



Greetings!

Please be reminded of the Executive Order No. 001s. 2023:

1. All duly approved engagements of KLD employees must be filed accordingly and truthfully. Only activities which are directly connected and relevant with your job functions in the College shall be considered **Official Business**. All other involvements outside of your functions as KLD employees especially if honorarium/honoraria is/are given must be filed as Leave of Absence (LOA) or you may use your available Compensatory Time Off (CTO) credits. However, as a matter of courtesy to the College, all outside engagements must be filed at least a week before the actual activity to merit an approval. Importantly, in the case of quasi-administrators and faculty, you are not allowed to leave your post if you have scheduled classes. You may arrange for a substitution though, but you shall not be paid. CTO may only be used and considered if you have no scheduled classes.
2. Quasi-administrators and faculty members are all required to be reporting to KLD during the entire examination week especially during their respective scheduled proctoring assignments. LOA, CTO and attendance in outside activities shall not be allowed especially during your proctoring assignments. Moreover, academic heads must prepare the proctoring assignments with utmost objectivity and fairness.
3. KLD shall create its new Viber group. This shall be the official platform to be used for the following: (1) Posting of announcements and other important correspondences; (2) Sharing of best practices; (3) intellectual discussions; (4) Sharing of accomplishments, achievements, milestones, successes; and (5) Sharing of congratulatory messages, birthday



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greetings and other related events in one's life. Issues and concerns must be properly discussed and raised to appropriate authorities through proper channels, not in the Viber group.

4. All forms of solicitations bearing the name of KLD, duly approved by the President, must be reported accordingly, which include the total donations received, total expenditures and net proceeds supported by acknowledgment and/or official receipts.
5. All quasi-administrators are expected to be always on their respective posts.
6. Section 3 of **Republic Act No. 3109** otherwise known as the **Anti-Graft and Corrupt Practices Act** provides that, among other acts or omissions, the following shall constitute corrupt practices of any public officer and thereby declared to be unlawful:

(b) "Directly or indirectly requesting or receiving any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other party, wherein the public officer in his official capacity has to intervene under the law";

(c) "Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for help given or to be given..."

2. Section 7(d) of **Republic Act 6713** otherwise known as the **Code of Conduct and Ethical Standards for Public Officials and Employees**, provides that "public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office."

However, gifts of nominal value like calendars, mugs, office-related items such as pen sets, refrigerator magnets, small plants, gift certificates for a small amount, a cup of coffee, a box of popcorn, an inexpensive picture frame, or a plate of cookies, other food items, food coupons, liquor and wine, or other practical gifts are not prohibited under the law.



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7. All KLD employees must observe and maintain the highest level of professionalism in all their dealings with their colleagues, parents of the students, alumni, and most importantly with the students.

Thank you very much.

cc: File