



Republic of the Philippines  
**MANILA INTERNATIONAL AIRPORT AUTHORITY**

MIAA Administration Building, MIA Road Pasay City, Metro Manila

28 November 2013

**MEMORANDUM**

**TO : ALL MIAA DEPARTMENTS AND OFFICES**

**FROM : THE SENIOR GENERAL MANAGER/ OFFICER-IN-CHARGE**

**SUBJECT : "NO GIFT POLICY" OF THE MANILA INTERNATIONAL AIRPORT AUTHORITY (MIAA)**

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In compliance to Section 29 of the Code of Corporate Governance for GOCCs<sup>1</sup>, which mandates the formal adoption of a "No Gift Policy" within the Manila International Airport Authority (Authority) and ensure its full advertisement to the community and its strict implementation by particular set of rules the it is hereby directed that:

**I. NO GIFT POLICY:**

The Manila International Airport Authority (Authority), it officers and employees, shall NOT SOLICIT OR ACCEPT, directly or indirectly, any gift, gratuity, favor, entertainment,, loan, or use, anything of monetary value from a person, groups, associations, or juridical entities, whether from the public or the private sectors, at any time, on or off the work premises, 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.

The prohibition shall include, but not be limited to:

1. Honoraria given as speaker or resource person in seminars or where the Authority, officer or employee is participating by reason of his/her office with the MIAA, except when such honoraria are authorized under existing laws or rules or regulations and subject to compliance with all the requirements prescribed therein.

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<sup>1</sup> GCG Memorandum Circular No. 2012-07

2. Sponsorship in any form of internal programs, activities, and affairs of the Authority, such as Christmas parties, anniversary commemorations, etc.
3. Advertisements in the publications of the Authority.
4. Discounts, rebates, waivers and other forms of monetary incentives or benefits given to the Authority, its officers and employees, in availing of the services and/or facilities of persons or entities under the jurisdiction of the Authority.
5. Acceptance of invitations to social lunches or dinners with persons or entities under the jurisdiction of the Authority, except when such lunches or dinners are inevitable in the course of official transaction.

## II. EXCEPTIONS.

The following shall not be covered by this "No Gift Policy":

1. The acceptance and retention of certificates, plaques, cards, thank you notes, or other written forms of souvenir or mark of courtesy.
2. The acceptance of seminar bags and contents, and partaking of moderately priced meals and beverages that officers and employees obtain at events such as conferences and seminars, and which are offered equally to all members of the public attending the event.
3. Acceptance of books, pamphlets, publications, and data an other information or reading materials that are directly useful to the MIAA in the performance of its mandates, objectives and, which books and other materials are given by individuals or organizations that have no pending business with the Authority as to create an actual or potential conflict of interest.
4. The acceptance by the Authority's officers or employees of a scholarship or fellowship grant or training, travel grants or expense for travel taking place within or outside of the Philippines (such as allowances, transportation, food and lodging) or more than nominal value, if such acceptance is appropriate and consistent with the interests of the Government, and permitted by the General Manager.
5. The acceptance or availment by the Authority of grants from local or foreign institutions in the pursuit of the mandates, projects and activities, such as those coming from the ICAO, EU, FAA, USAID, ADB, World, Bank, etc. provided that the availment thereof shall be strictly in compliance with applicable laws, rules and regulations.

6. Product samples of nominal value if the giving of such samples are allowed under the law or part of the standard procedures mandated by law or the rules (e.g. rules on bidding).

7. Unsolicited gifts of nominal or insignificant value provided it is not given in anticipation of or in exchange for favor from the officer or employee.

8. Such other exemptions as may be provided by law or rules.

### III. RETURN AND ACKNOWLEDGEMENT OF GIFT:

If the Authority's officers or employees, receives a gift covered by this policy, such gift, if feasible, shall immediately and politely be declined. In the event that it is not feasible, or it is inappropriate or impractical, to return the gift, e.g. it is a perishable item, the gift shall be donated to an appropriate charitable or social welfare institution. An acknowledgement letter shall be sent to the donor informing him/her of the "No Gift Policy" or that the gift has been returned or donated to a charitable or social welfare institution.

### IV. WRITTEN EXEMPTION:

Any exception to this "No Gift Policy" may be made only with the written permission of Board of Directors.

This policy shall take effect upon its approval of the MIAA Board of Directors.

This "No Gift Policy" shall be posted in the MIAA website and in conspicuous areas in the MIAA premises.

For your strict compliance.

BY THE AUTHORITY OF THE GENERAL MANAGER:

  
MAJ GEN VICENTE L GUERZON JR AFP (Ret)  
Senior General Manager/Officer -In-Charge, MIAA



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