**ENGLISH**

1. **Grammar and Correct Usage**
2. Nouns – names of people, places, and things

examples: Pnoy, Philippines, dog, love, peace

1. Pronouns – used to replace the nouns in sentences.

examples:

* + Maria is my sister. She is nine years old.
  + My children went home late last night.

1. Verbs – words that express actions or existence

examples:

* I write short stories and novels.
* I am here now.

4. Adjectives – describes nouns or pronouns.

examples:

* + Filipinos are really hardworking people.
  + She is very smart and competent.

1. Adverbs – describe adjectives, verbs, or other adverbs

examples:

* They are very noisy.
* I usually go to garage sales.
* They were able to finish the test so quickly.

6. Prepositions – link nouns or pronouns to another word.

examples:

* + My family hears Mass on Sundays.
  + My pen is under the table.

1. Conjunctions – joins clauses or sentences or words

examples:

* I like oranges and apples.
* An old man and a young child passed by.
* I have seen this movie, and I liked it.

8. Interjections- short exclamation, sometimes inserted into a sentence

examples:

* + Ouch! This hurts.
  + Wow, look at the sunrise!

1. Subject-Verb Agreement
2. A singular subject requires a singular verb.

A plural subject requires plural verb.

1. In phrases like *along with*, *as well as*, and *in addition to,* the first noun appearing before the said phrases determines whether the verb should be singular or plural.
2. *Each, either, everyone, everybody, neither, nobody* and *someone* require a singular verb.

The following are indefinite pronouns that are always singular:

* anybody
* either one
* anyone
* neither
* anything
* no one
* everybody
* each
* everyone
* something
* everything
* another
* somebody
* someone

The following are indefinite nouns that are always plural

* both
* few
* others
* many
* several

Some pronouns like all, some, and most can be singular or plural.

The following are some indefinite pronouns that are sometimes singular and sometimes plural.

* any
* more
* most
* all
* none
* some
* one-half

1. When either-or or neither-nor is used, the subject closer to the verb determines the number of the verb determines the number of the verb.
2. *None* requires a singular verb when it means not one. It requires a plural verb when it pertains to more than one thing or person.
3. Fractional expressions such as half of, a part of, a percentage of, a majority of are sometimes singular and sometimes plural, depending on the meaning.
4. Sums and products of mathematical processes are expressed as singular and require singular verbs.
5. Collective Nouns- team, family, group, crew, gang, class and faculty- and the like takes singular verb if the verb is considered a unit, but they take a plural verb if the group is considered as a number of individuals.
6. Title of books, essays, short stories and plays; a word spoken of as a word and names of businesses take a singular verb.
7. Sums of the money, distances and measurements are followed by a singular verb when a unit is

meant.

11. Be careful with nouns ending in –s. Several Nouns ending in –s takes a singular verb.

12. Some nouns have only a plural form and so take only a plural verb- for

example; clothes, fireworks, scissors and trousers.

**II. Other Rules in Grammar**

13. Pronoun- Antecedent Agreement

* Antecedent is the word, clause or phrase to which a pronoun refers.

14. Dangling Modifiers

* A modifier describes something or someone
* A modifying phrase should be placed before the thing or person it modifies.

15. Parallelisms

There must be a balance in construction of words, phrases and clauses.

16. Adjective

* describes a noun or pronoun
* it has three levels of comparison

a. Positive – describes only one person, place, object, etc.

b. Comaparative – compares two persons, places, objects, etc.

c. Superlative – compares three or more persons, places, objects, etc.

**FILIPINO**

1. **Wastong Gamit ng mga Salita**

Ang bawat salita ay may tiyak na kahulugan. Maaaring magbago ang kahulugan ng isang pahayag kung mali ang gamit na salita. Maraming salita sa Filipino ang nagkakapalitan ng gamit. Ito ay bunga ng kakulangan ng pag-unawa sa kahulugan ng salita at gamit nito sa pangungusap.

Ilan sa mga salitang ito ay ang mga sumusunod:

**1. MAY at MAYROON**

Ginagamit ang **may** kung ito’y sinusundan ng mga sumusunod na bahagi ng pananalita:

Pangngalan

Pandiwa

Pang-uri

Panghalip na Paari

Pantukoy na *Mga*

Pang-ukol na *Sa*

May prutas siyang dala.

May kumakatok sa labas.

May matalino siyang anak.

May kanila silang ari-arian.

May mga lalaking naghihintay sa iyo.

May sa-ahas pala ang kaibigan mo.

Ginagamit ang **mayroon** kung ito’y:

Sinusundan ng isang kataga o ingklitik

Halimbawa: Mayroon ba siyang pasalubong?

Mayroon nga bang bagong Pajero sila?

Sinusundan ng panghalip palagyo

Halimbawa: Mayroon siyang kotse.

Mayroon kaming palaisdaan sa Bulacan.

Mayroon tayong pagsusulit sa Filipino bukas.

Nangangahulugang “mayaman”

Halimbawa: Ang pamilya ni Carol ay mayroon sa kanilang lalawigan.

Siya lamang mayroon sa aming magkakapatid.

**2. KITA at KATA**

Ang **kita** ay panghalip panao sa kaukulang palayon at may kailanang isahan. Ginagamit ito bilang tuwirang layon o di-tuwirang layon ng pandiwa. Samantala, ang **kata** naman ay panghalip panao sa kaukulang palagyo at may kailanang dalawahan. Ang **kita** ay tumutukoy sa kinakausap, at ang **kata** naman sa magkasamang nagungusao at kinakausap.

Halimbawa: Nakita kita sa Baguio noong Linggo.

Kata nang kumain sa kantina.

**3. KILA at KINA**

Walang salitang **kila**. Ang **kina** ay maramihan ng kay.

Halimbawa: Pakidala ang laruang ito kina Benny at Maris.

Makikipag-usap ako kina Vec at Nona.

**4. NANG at NG**

Ginagamit ang **ng** bilang:

Katumbas ng *of* ng Ingles

Halimbawa: Si Mang Manding ang puno ng aming samahan.

Makulay na ipinagdiriwang ng mga Pilipino ang Araw ng Kalayaan.

Pang-ukol ng layon ng pandiwa

Halimbawa: Umiinom siya ng gatas bago matulog.

Naglalaro ng chess ang magkapatid.

Pang-ukol na tagaganap ng pandiwa sa tinig balintiyak

Halimbawa: Hinuli ng pulis ang mga nanloob sa kanilang bahay.

Ginawa ng mga estudyante ang kanilang proyekto.

Ginagamit ang **nang** bilang:

Katumbas ng *when* sa Ingles

Halimbawa: Kumakain kami ng hapunan nang dumating si Tiyo Berting.

Tapos na ang palabas nang pumasok ng tanghalan si Ben.

Katumbas ng *so that* o *in order to* sa Ingles

Halimbawa: Mag-aral kayo nang mabuti nang kayo’y makapasa.

Magsumikap ka nang ang buhay mo’y guminhawa.

Pinagsamang pang-abay na *na* at pang-angkop na *ng*

Halimbawa: Kumain (na+ng) nang lugaw ang batang maysakit.

Tinanggap (na+ng) nang nahihiyang bata ang kanyang regalo.

Kapag napagigitnaan ng dalawang magkatulad na pandiwa

Halimbawa: Siya ay tawa nang tawa.

Kumain nang kumain ang nagugutom na bata.

**5. DAW/DIN at RAW/RIN**

Ginagamit ang **daw/din** kapag ang salitang sinusundan ay nagtatapos sa katinig; at **raw/rin** kapag nagtatapos sa patinig.

Halimbawa: May sayawan daw sa plasa.

Sasama raw siya sa atin.

**6. KUNG at KONG**

Ginagamit ang **kung** bilang pangatnig na panubali. Katumbas nito ang *if* sa Ingles; ang **kong** ay panghalip panao sa kaukulang paari.

Halimbawa: Matutulog na ako kung papatayin mo na ang ilaw.

Nabasâ ang binili kong aklat.

**7. KUNG DI at KUNDI**

Ang **kundi** ay galing sa salitang “kung hindi” o *if not* sa Ingles; ang **kundi** naman ay *except*.

Halimbawa: Aaalis na sana kami kung di ka dumating.

Walang sinuman ang pwedeng manood kundi iyong mga may tiket lamang.

**8. PINTO at PINTUAN**

Ang **pinto** (door) ay ang bahagi ng daanan na isinasara at ibinubukas. Samantala, ang **pintuan** (doorway) ay ang bahaging kinalalagyan ng pinto.

Halimbawa: May kumakatok. Buksan mo nga ang pinto.

Natanggal ang pinto sa pintuan.

**9. HAGDAN at HAGDANAN**

Ang **hagdan** (stairs) ay ang baytang na inaakyatan at binababaan. Samantala, ang **hagdanan** (stairway) ay ang bahaging kinalalagyan ng hagdan.

Halimbawa: Nagmamadaling inakyat ni Marvin ang mga hagdan.

Ilagay mo ang hagdanan sa tapat ng bintana.

**10. PAHIRIN at PAHIRAN; PUNASIN at PUNASAN**

Ang **pahirin** at **punasin** (*wipe off*) ay nangangahulugang alisin o tanggalin.

Ang **pahiran** at **punasan** (*to apply*) ay nangangahulugang lagyan.

Halimbawa: Pahirin mo ang mga luha sa iyong mga mata.

Pahiran mo ng palaman ang tinapay.

Punasin mo ang pawis sa iyong likod.

Punasan mo ng alkohol ang iyong mga binti.

**11. OPERAHIN at OPERAHAN**

Ginagamit ang **operahin** kung ang tinutukoy ay ang tiyak na bahagi ng katawan na titistisin. Ang **operahan** naman ay tumutukoy sa taong sasailalim sa pagtitistis.

Halimbawa: Ooperahin ang tiyan ni Rey sa Sabado.

Ooperahan si Rey sa tiyan sa Sabado.

**12. WALISIN at WALISAN**

Ginagamit ang **walisin** (*sweep the dirt*) kung tumutukoy sa bagay na aalisin o lilinisin samantalang ang **walisan** ay tumutokoy naman sa lugar (*to sweep the place*).

Halimbawa: Walisin ninyo ang mga kalat sa sahig.

Walisan ninyo ang sahig.

**13. IKIT at IKOT**

Ginagamit ang **ikit** para maipakita ang kilos na paggilid mula sa labas patungo sa loob. Ang **ikot** naman ay mula sa loob patungo sa labas.

Halimbawa: Nakatatlong ikit muna sila bago natunton ang daan patungo sa loob ng kuweba.

Nahirapan pala silang makalabas sa tunnel. Umikut-ikot muna sila sa loob nito bago nila nakita ang daan palabas.

**14. SUNDIN at SUNDAN**

Ang **sundin** (*to obey*) ay nangangahulugan ng pagsunod sa payo o pangaral; ang **sundan** (*to follow*) ay gayahin o pumunta sa pinuntahan ng iba.

Halimbawa: Sundin mong lagi ang sinasabi ng iyong mga magulang dahil para rin iyon sa iyong kabutihan.

Sundan mo ang mga kabayanihang ipinakita ng iyong ama sa bayan.

Sundan mo siya baka siya maligaw.

**15. SUBUKIN at SUBUKAN**

**Subukin** (*to test, to try*) – masubok ang husay o galing ng isang bagay o gawain;

**Subukan** (*to see secretly*) – palihim na pagmamatyag o pag-eespiya sa kilos ng isang tao

Halimbawa: Susubukin ko muna kung maayos itong kompyuter bago ko bilhin.

Subukan mo nga kung ano ang ginagawa ng mga bata sa likod-bahay.

**16. HATIIN at HATIAN**

**Hatiin** (*to divide*) – partihin;

**Hatian** (*to share*) – ibahagi

Halimbawa: Hatiin mo sa anim ang pakwan.

Hinahatian niya ng kanyang *hamburger* ang namamalimos na bata.

**17. IWAN at IWANAN**

**Iwan** (*to leave something or somebody*) – huwag isama;

**Iwanan** (*to leave something to somebody*) – bigyan

Halimbawa: Iniwan ni Arnie ang kotse sa garahe.

Iniwanan ni Rene ng pera si Joy bago siya umalis

**18. NABASAG at BINASAG**

Ang salitang **nabasag** ay nangangahulugan ng kilos na di sinasadya o di ginusto; ang salitang **binasag** naman ay nagpapakita ng sariling pagkukusa.

Halimbawa: Galit na galit na binasag ng lalaki ang mga salamin ng kotse.

Nagmamadali kasi siyang maghugas kaya nabasag niya ang mga plato.

**19. BUMILI at MAGBILI**

**Bumili** (*to buy*);

**Magbili** (*to sell*) – magbenta

Halimbawa: Pumunta ang nanay sa Baguio para bumili ng mga sariwang gulay.

Ang trabaho ng tatay niya ay magbili ng mga lumang kasangkapan.

**20. KUMUHA at MANGUHA**

**Kumuha** (*to get*);

**Manguha** (*to gather, to collect*)

Halimbawa: Kumuha ng isang basong tubig si Neth para kay Jean.

Nanguha ng mga kabibe ang mga bata sa dalampasigan.

**21. DAHIL SA at DAHILAN**

**Dahil sa** – ginagamit bilang pangatnig na pananhi;

**Dahilan** – ginagamit bilang pangngalan

Halimbawa: Hindi siya nakapaglaro ng basketbol dahil sa taas ng kanyang lagnat.

Ang dahilan ng pag-iyak niya ay dahil sa masasakit mong pananalita.

**22. TAGA at TIGA**

Walang unlaping **tiga-**. **Taga-** ang dapat gamitin. Ginagamit ang gitling sa unlaping taga- kung sinusundan ng pangngalang pantangi.

Halimbawa: Si G. Caniete ay taga-Bikol.

Taganayon ang magandang babaeng iyon.

**23. HABANG at SAMANTALANG**

**Habang** -ang isang kalagayang walang tiyak na hangganan,o “mahaba”.

**Samantalang**- ang isang kalagayang may taning, o   “pansamantala”.

Halimbawa: Kailangang matutong umasa habang nabubuhay.

Nakikitira muna kami sa kanyang mga magulang samantalang wala pa akong  trabaho.

Gulung-gulo ang isip niya habang hindi pa siya sinsagot ng kanyang kasintahan.

Gulung-gulo ang isip niya samantalang hindi pa dumarating ang sulat ng kanyang kasintahan.

May iba pang gamit ang samantala. Ipinakikilala nito ang pagtatambis sa dalawang kalagayan.

Halimbawa: Bakit ako ang pupunta sa kanya samantalang ikaw ang tinataw kanina pa?

**24.  KIBO at IMIK**

Pagkilos ang tinutukoy ng **kibo**; pangungusap ang tinutukoy ng **imik.**

Halimbawa: Wala siyang kakibu-kibo kung matulog.

Hindi siya nakaimik nang tanungin ko.

1. **Mga Bahagi ng Pananalita**

**1. PANGNGALAN/NOUN**  
 Pangngalan - salitang tinutukoy sa ngalan ng tao, pook, bagay, hayop o pangyayari.  
 Noun - is a part of speech that names persons, places, things, events, and ideas.

**2. PANGHALIP/ PRONOUN**

Panghalip - panghalili ng mga pangngalan.  
 Pronoun - is a part of speech that is used in place of a noun.  
  
**3. PANG-URI/ADJECTIVE**  
 Pang-uri - bahagi ng panalita na naglalarawan o tumuturing sa pangngalan o panghalip.  
 Adjective - is a word that describes or limits a noun or pronoun.  
  
**4. PANDIWA/VERB**  
 Pandiwa - bahagi ng panalita na nagsasaad ng kilos.  
 Verb - is a word used to express action, being or state of being.  
  
**5. PANG-ABAY/ADVERB**  
 Pang-abay - tumuturing sa Pang-uri, Pandiwa, at Kapwa Pang-abay.  
 Adverb - modifies a verb, adjective, another adverb, participle, gerund, and infinitive.  
  
**6. PANGATNIG/CONJUNCTION**

Pangatnig - nag-uugnay ng mga magkapanunod na salita, parirala o sugnay.  
 Conjunction - is a word used to connect words, phrases or clauses in a sentence.  
  
**7. PANDAMDAM/INTERJECTION**  
 Pandamdam - mga salitang nagdadamdam ng malakas na emosyon.

Interjection - a word taht expresses some strong or sudden emotion.  
  
**8. PANTUKOY/PREPOSITION**  
 Pantukoy - ginagamit upang ipakilala ang pangngalan o panghalip sa pangungusap.  
 Preposition - a member of a set of words used in close connection with, and usually before, nouns and pronouns to show their relation to another part of a clause.  
  
**9. PANG-UKOL**   
 Pang-ukol - Ang pang-ukol ay bahagi ng pananalitang nag-uugnay sa pangngalan, panghalip, pandiwa at pang-abay na pinag-uukulan ng kilos, gawa, balak, ari o layon.

Ang mga karaniwang pang-ukol ay:

|  |  |  |
| --- | --- | --- |
| * ng * laban sa/kay * sa * hinggil sa/kay * para sa/kay | * labag sa * ukol sa/kay * tungo sa * ayon sa/kay * mula sa | * alinsunod sa / kay * nang may * tungkol sa / kay * nang wala |

**10. PANG-ANGKOP**  
 Pang-angkop - bahagi ng pananalita na nag-uugnay ng mga panuring (pang-uri, pang-abay) sa tinuturingan nito.  
 Halimbawa: na at ng

**11. PANGAWING**  
 Pangawing -ay pananda sa ayos ng pangungusap at pandiwang tagapag-ugnay ng paksa at panaguri.

Halimbawa: ay

**GENERAL INFORMATION**

**The 1987 Philippine Constitution**

Preamble:

We, the sovereign Filipino people, imploring the aid of Almighty God, in order to build a just and humane society and establish a government that shall embody our ideals and aspirations, promote the common good, conserve and develop our patrimony and secure to ourselves and our posterity the blessings of independence and democracy under the rule of law and a regime of truth, justice, freedom, love, equality and peace, do ordain and promulgate this constitution.

**Article I: National Territory**

1. Terrestrial
2. territorial bed
3. subsoil
4. submarine areas
5. fluvial
6. seabed
7. insular shelves
8. water around, between and connecting islands regardless of its breadth and dimension form part of the internal waters of the Philippines

**Article II: Declaration of Principles and State Policies**

1. Philippines
2. is a democratic and republican state
3. renounces war as an instrument of national policy- fosters amity with other nations
4. Civilian authority is at all times supreme over the military
5. The prime duty of the government is to serve and protect the people.
6. The separation of Church and state shall be inviolable.
7. The Philippines pursues a freedom from nuclear weapons in its territory
8. The state shall prohibit “political dynasties”

**Article III: Bill of Rights**

1. Liberty of abode shall not be impaired
2. Free access to the courts and quasi- judicial bodies and adequate legal assistance shall no be denied to anyone.
3. No Ex Post Facto Law and Bill of Attainder shall be enacted

**Article IV: Citizenship**

1. Citizen at the time the constitution was enacted
2. Whose father and mother are citizens of the Philippines
3. Those born before January 17, 1973 of Filipino mothers; who elect Philippine citizenship upon reaching the age of majority.
4. Natural born citizen

**Article V: Suffrage**

Qualified to exercise his/ her right to suffrage

1. At least 18 years old
2. Resided in the Philippines for at least 1 year
3. At least 6 months in the Philippines
4. R.A. 9189 - Overseas Absentee Voting Act

- passed on February 13, 2003 which provides for a system for citizens of the [Philippines](http://en.wikipedia.org/wiki/Philippines) currently residing or working outside of the Philippines to vote in an election

**Article VI: The Legislative Department**

1. The legislative power shall be vested in the Congress of the Philippines
2. Initiative
3. Referendum
4. The senate is composed of 24 Senators while the House of Representatives shall be composed of not more than 250 members
5. Qualifications of a Senator- term of office 6 years; allowed for two consecutive terms

* Natural-born citizen
* At least 35 years of age
* Able to read and write
* Registered voter
* A resident of the Philippines for not less than 2 years preceding the day of the election

1. Qualifications of a Representative- term of office 3 years; allowed for 3 consecutive terms

* Natural-born citizen
* At least 25 years of age
* Registered voter in the district
* Able to read and write
* A resident of the Philippines for not less than 1 year preceding the day of the election

1. Electoral Tribunal- shall be the sole judge of all the contests related to elections, returns and qualifications of their respective members

* 3 justices from supreme court (senior justice shall be the chairman)
* 6 members from Senate and House of Representative

**Article VII: The Executive Department:**

1. The President should be:

* Natural- born citizen
* Able to read and write
* Shall not be eligible for reelection
* Registered voter
* 40 years of age
* A resident of the Philippines for 10 years immediately prior to election
* Shall be the Commander-in-Chief of Armed Forces of the Philippines
* In a period of war, he can suspend the writ of habeas corpus not exceeding 60 days.

1. The spouse and relatives by consanguinity or affinity within the 4th civil degree of the President

**Article VIII: Judicial Department**

1. The judicial power shall be vested in the Supreme Courts and lower courts.
2. The Supreme Court shall be composed of the following:
3. Chief Justice
4. 14 Associate Justice
5. Appoint all officials and employees of the Judiciary in accordance with the Civil Service Law
6. Qualifications of member of the Supreme Court:
7. Natural- born citizen
8. 2. At least 40 years of age
9. 3. 15 years in practice of law
10. Judicial Bar Council *(JBC)-* helps the president to choose the members of Supreme Court

* Chief Justice- ex-officio
* Representative of Congress
* Professor law
* Secretary of Justice
* Representative of Integrated Bar
* Retired member of Supreme Court
* Representative of the private sector

**Article IX. Constitutional Commissions**

1. Constitutional Commissions
2. Civil Service Commissions
3. Commission on Elections
4. Commission on Audit

**Article X. Local Government:**

1. Political Subdivision:
2. Provinces
3. Cities
4. Municipalities
5. Barangays
6. 2 Autonomous regions
7. Autonomous Region of Muslim Mindanao
8. Cordillera Administrative Region

**Article XI. Accountability of Public officers**

1. Public office is a public trust. They are accountable to people.
2. House of Representatives shall have the exclusive power to handle impeachment cases.
3. The present anti- graft court is known as Sandiganbayan
4. Tanodbayan = Office of the Special Prosecutor
5. Public officers and employees owe the state and the constitution allegiance at all times.

**Article XII. National Economy and Patrimony**

1. Lands of the public domain are classified into agricultural, forest or timber, mineral lands and national parks
2. Citizens of the Philippines may lease not more than five hundred hectares or acquire not more than 12 hectares
3. Customary laws are used in determining ancestral domain

**Article XIII. Social Justice and Human Rights**

**Article XIV. Education, Science and Technology, Arts, Culture and Sports**

**Article XV. The Family**

**Article XVI: General Provisions**

**Article XVII: Amendments or Revisions**

**Article XVIII: Transitory Provisions**

Please memorize:

1. Lupang Hinirang (Filipino Version)
2. Panatang Makabayan
3. Different Government Agencies/ Departments

**REPUBLIC ACT NO. 6713**

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

SECTION 1. *Title.* — This Act shall be known as the *"Code of Conduct and Ethical Standards for Public Officials and Employees."*

SECTION 2. *Declaration of Policies.* — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

SECTION 3. *Definition of Terms.* — As used in this Act, the term:

(a) *"Government"* includes the National Government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) *"Public Officials"* includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) *"Gift"* refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) *"Receiving any gift"* includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) *"Loan"* covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) *"Substantial stockholder"* means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) *"Family of public officials or employees"* means their spouses and unmarried children under eighteen (18) years of age.

(h) *"Person"* includes natural and juridical persons unless the context indicates otherwise.

(i) *"Conflict of interest"* arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.  chan robles virtual law library

(j) *"Divestment"* is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) *"Relatives"* refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae.

SECTION 4. *Norms of Conduct of Public Officials and Employees.* — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) *Commitment to public interest.* — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) *Professionalism.* — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.chan robles virtual law library

(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) *Political neutrality*. — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) *Responsiveness to the public.* — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) *Nationalism and patriotism.* — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) *Commitment to democracy.* — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.chan robles virtual law library

(h) *Simple living.* — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

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.

(b) *Submit annual performance reports.* — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) *Process documents and papers expeditiously.* — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and in their behalf.

(d) *Act immediately on the public's personal transactions.* — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) *Make documents accessible to the public.* — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

SECTION 6. *System of Incentives and Rewards*. — A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

SECTION 7. *Prohibited Acts and Transactions.* — In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) *Financial and material interest.* — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) *Outside employment and other activities related thereto.* — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) *Disclosure and/or misuse of confidential information.* —

Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

(1) To further their private interests, or give undue advantage to anyone; or

(2) To prejudice the public interest.

(d) *Solicitation or acceptance of gifts.* — 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.

As to gifts or grants from foreign governments, the Congress consents to:

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

SECTION 8. *Statements and Disclosure.* — Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) *Statements of Assets and Liabilities and Financial Disclosure.* — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

(a) real property, its improvements, acquisition costs, assessed value and current fair market value;

(b) personal property and acquisition cost;

(c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) liabilities, and;

(e) all business interests and financial connections.

The documents must be filed:

(a) within thirty (30) days after assumption of office;

(b) on or before April 30, of every year thereafter; and

(c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforestated documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

(1) Constitutional and national elective officials, with the national office of the Ombudsman;

(2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President.

(3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;

(4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) *Identification and disclosure of relatives.* — It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) *Accessibility of documents.* — (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) *Prohibited acts.* — It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or aisa dc

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

SECTION 9. *Divestment.* — A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

SECTION 10. *Review and Compliance Procedure.* — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

SECTION 11. *Penalties.* — (a) Any public official or employee, regardless of whether or not he holds office or employment in a 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) months' 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. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000). If another sanction hereunder or under any other law is heavier, the latter shall apply.

SECTION 12. *Promulgation of Rules and Regulations, Administration and Enforcement of this Act.* — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: *Provided, however,* That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

SECTION 13. *Provisions for More Stringent Standards.* — Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

SECTION 14. *Appropriations.* — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the annual General Appropriations Act.

SECTION 15. *Separability Clause.* — If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

SECTION 16. *Repealing Clause.* — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

SECTION 17. *Effectivity.* — This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.

*Approved:* February 20, 1989.

**ENVIRONMENT**

1. *Greenhouse Effect*: - increase amounts of greenhouse gases (e.g. carbon dioxide) traps more heat in the atmosphere and results to rising of global temperatures.

* burning of fossil fuels and forests emit large amounts of greenhouse gases
* The effects of warmer temperatures include the following:

1. melting of polar ice caps thus resulting to a rise in sea levels
2. flooding and erosion
3. severe weather disturbances
4. a decrease in agriculture output

* Greenhouse Gases:

1. Carbon Dioxide- main contributor to climate change
2. Methane- produced when vegetation is burned
3. Nitrous Oxide: fertilizers
4. Halocarbons- Chloroflourocarbons (CF) and human- made pollution.
5. Climate Change

* Effects of Climate Change

1. global warming
2. rise of sea level
3. quick climates in some region
4. heats and drought
5. Ozone Depletion: ozone absorbs ultraviolet rays and thus prevents it from reaching the surface of the Earth where it would damage the DNA of plants and animals

* Chlorofluorocarbons (CFCs) enter the upper atmosphere and break down ozone molecules
* When ozone breaks down, the ozone layer thins allowing UV radiation to penetrate and reach the earth’s surface.

1. Acid Rain: acids return to the surface of the earth (rain or snow) which kill plants and animals in lakes and rivers and on land.

* Burning of fossil fuels and other industrial processes that release pollutants into the air which contain sulfur dioxide and nitrogen dioxide. These substances react with water vapor, they produce sulfuric acid and nitric acid

1. Desertification: clear cutting of forests causes erosion, flooding and changes in weather patterns

* Cleaning of tropical rainforests
* This increases the atmospheric carbon dioxide which contributes to the greenhouse effect.

1. Pollution: it contaminates all the materials important to life.

* Major Sources of Air Pollution in the Country:

1. Carbon Monoxide- odorless and colorless gas produced by burning carbon- based fuels
2. Carbon Dioxide- principal greenhouse gas emitted by humans that can cause unconsciousness
3. Lead- highly toxic material; sources: paint, smelters and some cosmetic products
4. Ozone (O3) - part of ozone layer, considered pollutant with toxic effects when at ground level.
5. Nitrogen Oxide (NOx)- major contributor to smog (smoke and fog) and acid rain
6. Particular Matter- any type of solid particles in the air in the form of smoke, dust and vapors
   * Sources: burning of diesel fuels by vehicles, fossil fuels, mixing and application of fertilizers and pesticides
   * Sulfur Dioxide (SO2)- odorless gas at low concentrations

- can harm vegetation and metals

- can cause lung problems

h. Volatile Organic Compounds (VOCs) - organic chemical which can be released from burning fuel, gasoline, wood, coal and other solvents

* + under Section of Clean Air Act “ no motor vehicle registration shall be issued unless it passes the emission testing requirement.” Our country is heavily dependent on diesel and gasoline which are primary sources of air pollution.

7. Persistent Organic Pollutants (POPS)

* Toxic substances composed of organic compounds and mixtures
* Products and by- products of human industry
* Tend to bioaccumulate in fatty issues of living organisms
* DDT, Chlordane, Heptachlor, Aldrin, Dieldrin, Endrin, Toxaphene and Mirex

8. Alternative Fuels

a. Compressed Natural Gas (CNG)- composed mainly of methane; contains small amounts of butane and propane

* turns to LNG (Liquefied Natural Gas) when subjected to low temperature.
* It is considered as the cleanest burning alternative fuel; higher heat content

b. LPG- mixture of propane and butane

* It serves as a by product during the oil refining process.

c. Biodiesel: made from vegetable oil or animal fats; has coconut methyl ester or coco diesel

Biodegradable and renewable

d. Alcohol Fuel Blends

Alcogas- 10- 15% anhydrous alcohol and 85- 90% gasoline

* Al-gas- blend of 40% hydrous alcohol and 60% gasoline plus an additive
* Alco- diesel- blend of ethyl alcohol and diesel fuel.

Advantages of using natural vehicles over gasoline- fed vehicles:

* reduced emission of greenhouse gases
* little or no evaporative emission while in use
* lower vehicle maintenance cost

9. Other Terms and Concepts

* Ecology - study of organisms and their environment
* Sustainable Development- pattern of use of the resources to meet human needs, at the same time preserving the environment.
* El Nino- Southern Oscillation- periodic changes in the atmosphere and ocean at tropical Pacific area region.

1. Occurs every 3- 8 years
2. Warming or cooling the surface water.

* El Nino - warm phase of the oscillation where water is warmer than the average
* La Nina - cold phase of the oscillation where water is colder than the average.
* Biodiversity - various species that are related to each other.
* Renewable Resources - replaced by the natural processes faster than the consumption rate of humans.

10. Government Response

* Republic Act 6969 - Toxic Substances, Hazardous and Nuclear Wastes Control Act
* Republic Act 8749 - Philippine Clean Air Act of 1999
* Stockholm Convention – an international treaty that aims to protect human health and the environment
* Alternative Fuels
  + replacement of petroleum- based fuels like diesel and gasoline
  + Some are agricultural based and therefore renewable.