



01 February 2024

MEMORANDUM

TO : All Departments/Offices

SUBJECT : Submission of Quarterly Reports on Infractions and Incidents Relative to R.A. No. 6713

In line with the provisions of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and the Code of Conduct for Officials and Employees of the LRTA, and to ensure compliance with ethical standards, all Departments/Offices are hereby directed to submit a Quarterly Report on Infractions and Incidents relative to said Law and Implementing issuances of LRTA within your respective units in the prescribed format.

The report shall cover the following:

1. Violations of R.A. No. 6713, including but not limited to acts of graft and corruption, acceptance of gifts or favors, and any other prohibited conduct outlined in the law.
2. Incidents that highlight potential breaches or lapses in ethical behavior and corresponding actions taken to address them.
3. Measures implemented to reinforce compliance with R.A. No. 6713, including preventive actions and initiatives.

Submission Guidelines:

- Frequency : Quarterly (every 15th of the month following the end of each quarter).
- Format : Reports should be written clearly and include necessary supporting documents where applicable. A template will be provided for uniformity.
- Recipient : Submit the reports to the Office of the Administrative Department, LRTA.

Failure to comply with this directive may result in administrative action. Let this serve as a reminder that adherence to ethical standards is a shared responsibility critical to the integrity of our organization.

Your cooperation in this endeavor is crucial to fostering transparency, accountability, and professionalism in the workplace.

For Strict Compliance.

ATTY. HERNANDO T. CABRERA  
Administrator

LIGHT RAIL TRANSIT AUTHORITY  
OFFICE OF THE  
MICHELLE JOY P. ASI  
Administrative Assistant of SECRETARY  
Date: 2-2-24  
TIME: 9:10  
RECEIVED Address:  
Line 2 Depot, Marcos Highway, Santolan, Pasig City, Metro Manila, Philippines 1610  
Trunkline: 86473470 / 86473481 / 86473484 / 86473485 / 86473487  
website: www.lra.gov.ph



Department/Office \_\_\_\_\_

**QUARTERLY REPORTS ON INFRACTIONS AND INCIDENTS**

**R.A. No. 6713 (Code of Conduct and Ethical Standards for Public Officials) and the Code of Conduct for Officials and Employees of the LRTA**

For the Period: \_\_\_ Quarter and Year \_\_\_\_\_

I. General Information

1. Reporting Office: \_\_\_\_\_
2. Name of Head of Department/Office: \_\_\_\_\_
3. Date of Submission: \_\_\_\_\_

II. Summary of Infractions and Incidents

NO.	Type of Infraction/ Incident	Date	Details	Action Taken/Status
1.				
2.				
3.				
4.				
5.				

III. Preventive Measures and Initiatives

1. List any actions taken/Initiatives to prevent similar infractions and incidents in the future (e.g., seminars, reminders, dissemination of policies) and to reinforce compliance with the Code of Conduct and Ethical Standards for Government/LRTA Officials and Employees

IV. Recommendations

Provide suggestions to improve adherence to ethical standards or address recurring issues.

Submitted and Certified Correct By:

\_\_\_\_\_  
Signature over Printed Name  
Position /Title