



WRITTEN CODE OF ETHICS
City College of Cagayan de Oro
Version 1.0 • Effective 2025

I. Policy Statement

The **City College of Cagayan de Oro (CCCCO)** is committed to fostering a culture of integrity, professionalism, accountability, transparency, inclusivity, ethical leadership, and excellence in all aspects of institutional governance, academic instruction, research, extension services, community engagement, student development, and public service. As a public higher education institution, the College recognizes that **public office is a public trust** and that every official, faculty member, administrative employee, student, consultant, contractor, volunteer, and other member of the College community shares the responsibility of upholding the highest standards of ethical conduct in the performance of their respective duties and responsibilities.

This Written Code of Ethics is adopted pursuant to **Article XI, Section 1 of the 1987 Constitution of the Republic of the Philippines**, which provides that public officers and employees must at all times be accountable to the people and shall serve them with utmost responsibility, integrity, loyalty, efficiency, patriotism, and justice while leading modest lives. It is likewise anchored on **Republic Act No. 6713**, otherwise known as the **Code of Conduct and Ethical Standards for Public Officials and Employees**, which prescribes the norms of conduct expected of all public servants; **Republic Act No. 7836**, otherwise known as the **Philippine Teachers Professionalization Act of 1994**, which recognizes the vital role of teachers in nation-building and promotes professionalism and ethical conduct in the teaching profession; the **Civil Service Commission (CSC) Rules and Regulations**; applicable **Commission on Higher Education (CHED)** policies and issuances; the **Data Privacy Act of 2012**; the **Anti-Graft and Corrupt Practices Act (Republic Act No. 3019)**; and other relevant Philippine laws, administrative issuances, and institutional policies governing public higher education institutions.

This Code establishes the ethical principles, standards of conduct, professional responsibilities, and behavioral expectations that shall govern the actions and decisions of the **Board of Trustees, College President, Vice Presidents, academic leaders, faculty members, administrative personnel, students, researchers, extension personnel, consultants, contractors, service providers, volunteers**, and all other individuals acting on behalf of or representing the City College of Cagayan de Oro. It serves as the College's primary framework for promoting ethical leadership, responsible governance, academic integrity, professionalism, transparency, accountability, fairness, respect for human dignity, environmental stewardship, and social responsibility throughout the institution.

The College affirms that integrity is fundamental to academic excellence and good governance. Every member of the College community is therefore expected to perform his or her duties honestly, fairly, competently, impartially, and in accordance with the Constitution, laws, institutional policies, and universally accepted ethical principles. Decisions shall always be guided by the public interest rather than personal gain, ensuring that institutional resources are managed efficiently, economically, responsibly, and exclusively for legitimate educational and public purposes.

The City College of Cagayan de Oro likewise recognizes that ethical conduct extends beyond compliance with laws and regulations. It requires the cultivation of moral character, respect for diversity, accountability for one's actions, responsible exercise of authority, protection of academic freedom, commitment to truth and justice, respect for confidentiality, responsible use of institutional resources,



environmental sustainability, and continuous pursuit of professional excellence. Accordingly, every member of the College community is expected to contribute actively to maintaining an academic environment founded on mutual respect, inclusivity, innovation, transparency, collaboration, and service to society.

Furthermore, this Code seeks to strengthen public trust in the institution by promoting ethical decision-making, preventing corruption, fraud, abuse of authority, conflicts of interest, discrimination, harassment, and other forms of misconduct that may undermine the credibility of the College. It also reinforces the institution's commitment to accountability, quality education, research excellence, sustainable development, and responsible public service while ensuring compliance with national laws and internationally recognized principles of ethical governance.

Ultimately, this Written Code of Ethics serves not merely as a regulatory document but as a shared commitment among all members of the City College of Cagayan de Oro to uphold the dignity of the teaching profession, preserve the integrity of public service, protect the rights and welfare of every stakeholder, promote responsible citizenship, and contribute meaningfully to nation-building through quality higher education, ethical leadership, innovation, and sustainable institutional development.

II. Legal Basis

This Written Code of Ethics establishes a comprehensive ethical framework governing the conduct of all officials, employees, faculty members, students, and other stakeholders of the City College of Cagayan de Oro (CCCDO). The Code is founded upon the principles of integrity, accountability, professionalism, transparency, fairness, respect for human dignity, responsible public service, and institutional excellence, as embodied in the Constitution of the Republic of the Philippines, national laws, Civil Service regulations, Commission on Higher Education (CHED) policies, and other applicable legal and regulatory issuances.

The implementation and enforcement of this Code are guided by the following constitutional provisions, statutes, administrative regulations, and institutional policies:

1. 1987 Constitution of the Republic of the Philippines

Article XI, Section 1 of the Constitution declares that **public office is a public trust**. It mandates that public officers and employees shall, at all times, be accountable to the people and shall serve them with the highest degree of responsibility, integrity, loyalty, efficiency, patriotism, and justice while leading modest lives. As a public higher education institution, CCCDO embraces these constitutional principles as the foundation of ethical governance, responsible leadership, and public accountability.

2. Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees

Republic Act No. 6713 establishes the fundamental norms of conduct expected of all government officials and employees, including commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. These standards serve as the primary ethical framework governing the behavior, decision-making, and public service responsibilities of all College officials and employees.

3. Republic Act No. 7836 – Philippine Teachers Professionalization Act of 1994



This Act recognizes teaching as a profession that plays a vital role in national development. It requires teachers to maintain high standards of professional competence, integrity, ethical conduct, and accountability. Faculty members of CCCDO are therefore expected to uphold the dignity of the teaching profession by demonstrating fairness, academic honesty, respect for learners, commitment to lifelong learning, and excellence in instruction, research, extension, and community engagement.

4. Republic Act No. 8292 – Higher Education Modernization Act of 1997

This law grants state colleges and universities greater institutional autonomy while emphasizing accountability, academic excellence, responsible governance, and effective public service. The Code supports these principles by promoting ethical leadership, transparency, and sound institutional management.

5. Republic Act No. 10173 – Data Privacy Act of 2012

The College recognizes its responsibility to protect the personal information of students, faculty, employees, alumni, applicants, partners, and other stakeholders. All members of the College community shall process personal data lawfully, fairly, securely, and only for legitimate institutional purposes while respecting the rights of every data subject.

6. Republic Act No. 3019 – Anti-Graft and Corrupt Practices Act

CCCDO strictly prohibits bribery, corruption, abuse of authority, conflicts of interest, and other corrupt practices in all academic, administrative, financial, procurement, and operational activities. All officials and employees shall exercise honesty, impartiality, and transparency in the discharge of their official duties and shall avoid situations that may compromise public trust.

7. Republic Act No. 11032 – Ease of Doing Business and Efficient Government Service Delivery Act of 2018

The College is committed to delivering efficient, responsive, transparent, and citizen-centered services. Officials and employees are expected to provide prompt, courteous, impartial, and professional assistance while reducing unnecessary delays, bureaucratic procedures, and administrative burdens in accordance with applicable service standards.

8. Civil Service Commission (CSC) Rules and Regulations

All College officials and employees shall comply with the Civil Service Commission's rules on ethical conduct, merit and fitness, professionalism, accountability, discipline, equal opportunity, and responsible public service. These regulations complement this Code in promoting integrity, competence, and excellence in government service.

9. Commission on Higher Education (CHED) Policies and Issuances

The College shall observe all applicable CHED policies relating to higher education governance, academic freedom, quality assurance, student welfare, faculty development, research ethics, institutional accountability, and public service. Ethical conduct shall always support the College's mission of providing quality, accessible, and relevant higher education.

10. Other Applicable Laws, Rules, and Institutional Policies



This Code shall likewise be interpreted and implemented in harmony with other applicable Philippine laws, local government regulations, institutional manuals, administrative orders, collective policies, and official issuances relating to human resource management, procurement, financial management, occupational safety and health, gender and development, environmental sustainability, research ethics, intellectual property, information security, anti-sexual harassment, anti-discrimination, and other areas affecting institutional governance and ethical conduct.

These constitutional provisions, national laws, administrative regulations, and institutional policies establish the legal and ethical foundation of this Written Code of Ethics. They guide the City College of Cagayan de Oro in cultivating an institutional culture characterized by integrity, accountability, professionalism, transparency, inclusivity, respect for human rights, environmental stewardship, responsible public service, and continuous pursuit of academic and organizational excellence. Through faithful adherence to these legal and ethical standards, the College strengthens public trust, safeguards the welfare of its stakeholders, and fulfills its mandate as a public higher education institution committed to nation-building and sustainable development.

III. Coverage

This Written Code of Ethics applies to all members of the City College of Cagayan de Oro (CCDO) community, regardless of employment status, appointment, designation, academic classification, contractual arrangement, or affiliation with the institution. It establishes the minimum ethical standards expected of every individual who performs official functions, represents the College, participates in its academic or administrative activities, or utilizes its resources and facilities. Every person covered by this Code is expected to conduct himself or herself with honesty, integrity, professionalism, fairness, accountability, respect, and responsibility while upholding the vision, mission, goals, and institutional values of the College.

Specifically, this Code shall apply to:

1. University Leaders and Officials

This Code applies to the members of the Board of Trustees, the College President, Vice Presidents, Deans, Directors, Department Heads, Program Chairs, Unit Heads, Supervisors, and all officials exercising managerial, supervisory, administrative, academic, financial, or policy-making functions. University leaders are expected to demonstrate ethical leadership by exercising authority responsibly, making impartial and transparent decisions, safeguarding institutional resources, avoiding conflicts of interest, and promoting accountability, fairness, and excellence in governance.

2. Academic Staff

The provisions of this Code apply to all full-time, part-time, permanent, temporary, contractual, probationary, visiting, and adjunct faculty members, including lecturers, instructors, professors, researchers, extension personnel, academic advisers, and individuals engaged in teaching, curriculum development, assessment, research, innovation, and community extension. Academic personnel shall uphold the highest standards of professional competence, academic integrity, fairness, objectivity, intellectual honesty, and respect for students while preserving academic freedom, ethical scholarship, and the dignity of the teaching profession.

3. Administrative and Support Personnel



This Code covers all non-teaching personnel, including administrative employees, technical personnel, information technology staff, finance personnel, accountants, human resource personnel, librarians, registrars, procurement personnel, guidance counselors, health personnel, security officers, maintenance personnel, utility workers, drivers, laboratory technicians, and all other employees responsible for supporting the operations of the College. Administrative personnel are expected to provide efficient, courteous, impartial, transparent, and responsive public service while ensuring that government resources are utilized responsibly and exclusively for legitimate institutional purposes.

4. Students

All undergraduate students, student leaders, officers of recognized student organizations, scholars, interns, trainees, volunteers, and other learners officially enrolled in the College are covered by this Code. Students are expected to observe honesty, discipline, academic integrity, respect for diversity, responsible citizenship, environmental stewardship, and compliance with institutional rules and regulations in all academic, co-curricular, extracurricular, online, and community-based activities.

5. Researchers, Extension Workers, and Project Personnel

This Code likewise applies to faculty researchers, student researchers, research assistants, extension workers, consultants, project-based personnel, externally funded researchers, and all individuals engaged in research, innovation, publication, consultancy, extension, community development, technology transfer, and collaborative projects undertaken by or on behalf of the College. They shall observe the principles of research integrity, intellectual honesty, responsible authorship, ethical treatment of research participants, proper management of research funds, and compliance with applicable ethical review and regulatory requirements.

6. Consultants, Contractors, Service Providers, and External Partners

Individuals and organizations engaged by the College through consultancy agreements, service contracts, procurement activities, memoranda of agreement, memoranda of understanding, partnerships, or other contractual arrangements are likewise expected to comply with the ethical standards established in this Code whenever they perform work, provide services, access institutional resources, process College information, or represent the interests of the College. Compliance with this Code shall form part of the ethical expectations governing institutional partnerships and contractual engagements.

7. Visitors and Other Stakeholders

Parents, guardians, alumni, guests, visitors, suppliers, volunteers, partner agencies, collaborating institutions, accrediting bodies, donors, and other stakeholders conducting official business within the College premises or participating in institutional activities shall likewise respect applicable provisions of this Code, institutional policies, and existing laws governing safety, security, public order, non-discrimination, and ethical conduct.

This Code governs ethical conduct in all official activities undertaken by or on behalf of the College, whether conducted physically within the campus or through digital, virtual, or remote platforms. It applies to classroom instruction, research activities, extension programs, student services, administrative operations, procurement processes, financial transactions, human resource management, information and communication technology systems, official travel, conferences, seminars, trainings, community engagements, international collaborations, institutional representations, and all other activities where individuals act in their official capacity or represent the interests of the College.



The provisions of this Code likewise extend to the ethical use of institutional resources, including buildings, laboratories, libraries, classrooms, information systems, communication platforms, vehicles, equipment, financial resources, official records, confidential information, intellectual property, digital technologies, and other College-owned or College-managed assets. Every member of the College community is expected to exercise due care, accountability, and responsible stewardship in the use and protection of these resources.

Compliance with this Written Code of Ethics shall be mandatory for all persons covered herein. Every official, employee, faculty member, student, consultant, contractor, volunteer, and stakeholder is expected to become familiar with its provisions, integrate its principles into daily decision-making, and actively contribute to the promotion of an institutional culture founded upon integrity, professionalism, accountability, transparency, fairness, respect for human dignity, academic excellence, responsible public service, and sustainable development. Violations of this Code shall be addressed in accordance with applicable laws, Civil Service Commission rules, College policies, due process requirements, and other relevant disciplinary procedures without prejudice to any civil, criminal, or administrative liability that may arise under existing Philippine laws.

IV. Definition of Terms

For purposes of this Written Code of Ethics, the following terms shall be understood as follows:

- 1. Academic Freedom** – The right of faculty members, researchers, and students to pursue teaching, learning, research, publication, and scholarly inquiry without undue interference, while exercising such freedom responsibly, ethically, and in accordance with applicable laws, institutional policies, and professional standards.
- 2. Academic Integrity** – The commitment to honesty, fairness, responsibility, trust, respect, and courage in all academic endeavors. It requires all members of the College community to avoid plagiarism, fabrication, falsification, cheating, unauthorized collaboration, misrepresentation, and other forms of academic dishonesty.
- 3. Administrative Staff** – All non-teaching personnel of the College, including permanent, temporary, contractual, casual, project-based, and job-order employees performing administrative, technical, financial, clerical, information technology, maintenance, security, health, library, registrar, procurement, and other support services.
- 4. Code of Ethics** – This Written Code of Ethics is adopted by the City College of Cagayan de Oro, which establishes the ethical principles, standards of conduct, responsibilities, and behavioral expectations applicable to all members of the College community.
- 5. College** – Refers to the City College of Cagayan de Oro (CCCDO), including all its academic units, administrative offices, research centers, extension units, satellite facilities, and all institutional activities conducted under its authority.
- 6. Confidential Information** – Any information, whether written, electronic, verbal, visual, or recorded in any form, that is not intended for public disclosure and is obtained by reason of one's official position, employment, academic work, research, or institutional affiliation. This includes personnel records, student records, examination materials, financial records, procurement documents, research data, intellectual



property, institutional reports, passwords, security information, and other sensitive institutional information protected by law or policy.

7. Conflict of Interest – A situation in which an individual's personal, financial, professional, familial, political, or other private interests may influence, appear to influence, or interfere with the impartial performance of official duties or decision-making. Actual, potential, and perceived conflicts of interest shall all be disclosed and managed in accordance with institutional policies.

8. Corruption – Any act involving the abuse of public office, authority, influence, or institutional resources for private gain, including bribery, fraud, embezzlement, kickbacks, favoritism, nepotism, collusion, extortion, or other corrupt practices prohibited by law.

9. Data Privacy – The protection of personal information and sensitive personal information from unauthorized collection, access, use, disclosure, alteration, or destruction, consistent with the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and related regulations.

10. Data Subject – Any natural person whose personal information or sensitive personal information is collected, processed, stored, shared, or otherwise handled by the College.

11. Discrimination – Any unjust or unequal treatment of an individual or group based on age, sex, gender identity, sexual orientation, civil status, disability, religion, ethnicity, nationality, political opinion, socioeconomic status, or any other protected characteristic prohibited by law or institutional policy.

12. Ethical Conduct – Behavior characterized by honesty, integrity, accountability, fairness, professionalism, respect, responsibility, transparency, and compliance with laws, institutional policies, and universally accepted moral principles.

13. Faculty Member – Any full-time, part-time, permanent, temporary, contractual, probationary, visiting, or adjunct academic personnel engaged in teaching, research, extension, curriculum development, academic advising, or other instructional functions within the College.

14. Gift – Any gratuity, favor, discount, entertainment, hospitality, loan, service, travel, accommodation, or other item of monetary or non-monetary value offered, directly or indirectly, to an individual by reason of his or her official position or institutional responsibilities. Gifts prohibited under applicable laws or institutional policies shall neither be solicited nor accepted.

15. Harassment – Any unwelcome verbal, written, visual, psychological, electronic, or physical conduct that demeans, intimidates, humiliates, threatens, coerces, or creates an offensive, hostile, or unsafe academic or working environment. This includes sexual harassment, gender-based harassment, bullying, cyberbullying, discrimination, abuse of authority, and retaliation.

16. Integrity – The consistent adherence to moral and ethical principles demonstrated through honesty, truthfulness, fairness, accountability, transparency, and ethical decision-making, even in situations where no direct supervision exists.

17. Misconduct – Any act or omission that violates this Code of Ethics, College policies, Civil Service Commission rules, professional standards, contractual obligations, or applicable laws, including conduct that adversely affects the integrity, reputation, operations, or welfare of the College.



18. Official Duty – Any responsibility, function, authority, decision, activity, or service performed by an individual by virtue of his or her appointment, designation, employment, enrollment, contract, or institutional affiliation with the College.

19. Personal Information – Any information, whether recorded in material form or not, from which the identity of an individual is apparent or can reasonably and directly be ascertained, or when put together with other information would directly and certainly identify an individual, as defined under the Data Privacy Act of 2012.

20. Political Neutrality – The principle that College officials and employees shall perform their duties impartially and without allowing political affiliations, preferences, or partisan activities to influence official decisions, actions, or the delivery of public services.

21. Professionalism – The demonstration of competence, ethical behavior, courtesy, diligence, impartiality, respect, discipline, accountability, and commitment to excellence in the performance of one's academic, administrative, research, extension, or public service responsibilities.

22. Public Office is a Public Trust – The constitutional principle requiring all public officials and employees to remain accountable to the people by serving with utmost responsibility, integrity, loyalty, efficiency, patriotism, justice, and modesty while placing public interest above personal interest.

23. Research Integrity – The practice of conducting research honestly, objectively, responsibly, transparently, and ethically through proper methodology, responsible authorship, accurate reporting, protection of research participants, and compliance with institutional and national ethical standards.

24. Stakeholders – Individuals, groups, institutions, organizations, government agencies, industry partners, alumni, parents, donors, suppliers, accrediting bodies, community members, and other entities that have legitimate interests in or are affected by the operations, programs, or services of the College.

25. Student – Any individual officially admitted or enrolled in any academic, training, certification, extension, or continuing education program offered by the City College of Cagayan de Oro.

26. Sustainability – The responsible management of environmental, economic, social, cultural, and institutional resources to meet present needs without compromising the ability of future generations to meet their own needs. Within the context of the College, sustainability encompasses responsible resource utilization, environmental protection, climate resilience, social responsibility, and sustainable institutional governance.

27. Transparency – The principle of conducting institutional affairs openly, honestly, and accountably by ensuring that decisions, processes, and actions are made in accordance with applicable laws, institutional policies, and public accountability requirements while respecting confidentiality where legally required.

28. University Leaders – Members of the Board of Trustees, College President, Vice Presidents, Deans, Directors, Department Heads, Program Chairs, Unit Heads, Supervisors, and other officials entrusted with leadership, managerial, administrative, academic, financial, or policy-making responsibilities within the College.

29. Whistleblower – Any person who, in good faith, reports suspected violations of this Code, unlawful acts, corruption, fraud, abuse of authority, unethical conduct, or other irregularities affecting the College.



Whistleblowers shall be afforded appropriate protection against retaliation in accordance with applicable laws and institutional policies.

30. University Community – Collectively refers to all officials, faculty members, administrative personnel, students, researchers, consultants, contractors, volunteers, alumni, partners, and other individuals or entities participating in or representing the City College of Cagayan de Oro in any official capacity.

V. Core Ethical Principles

The City College of Cagayan de Oro (CCCCO) upholds a culture of ethical leadership, integrity, accountability, professionalism, and excellence as fundamental principles that guide all institutional decisions, actions, and relationships. These principles serve as the moral foundation of the College's governance, academic instruction, research, extension, student development, community engagement, and public service. Every member of the College community is expected to internalize, uphold, and demonstrate these principles in the performance of their respective duties and responsibilities.

In accordance with the Constitution of the Republic of the Philippines, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Republic Act No. 7836 (Philippine Teachers Professionalization Act of 1994), Civil Service Commission rules, applicable Commission on Higher Education (CHED) policies, and the institutional values of the City College of Cagayan de Oro, the following Core Ethical Principles shall govern the conduct of all officials, faculty members, administrative personnel, students, researchers, consultants, contractors, volunteers, and other members of the College community.

1. Commitment to Public Interest

The College recognizes that public office is a public trust. Every official and employee shall always place the interest of the public, the institution, and its stakeholders above personal interest. Decisions shall be guided by fairness, accountability, transparency, and the responsible stewardship of public resources. Personal gain, favoritism, political influence, or private interests shall never prevail over the welfare of the College and the communities it serves.

2. Integrity and Honesty

Integrity is the cornerstone of ethical leadership and academic excellence. Every member of the College community shall demonstrate honesty, truthfulness, fairness, sincerity, and moral courage in all professional, academic, administrative, financial, research, and interpersonal activities. Individuals shall avoid deception, fraud, plagiarism, falsification of records, misrepresentation, corruption, and any conduct that diminishes public confidence in the institution.

3. Professionalism and Excellence

All members of the College community shall perform their duties with competence, diligence, courtesy, impartiality, discipline, efficiency, and respect. Continuous professional development, innovation, lifelong learning, and the pursuit of excellence shall characterize all academic, administrative, research, extension, and student services. Faculty members, administrators, and staff shall maintain high standards of competence, while students shall strive for academic excellence, responsible citizenship, and lifelong learning.

4. Justness, Fairness, and Respect for Human Dignity

The College promotes an environment where every individual is treated with dignity, equality, courtesy, and respect regardless of age, sex, gender identity, sexual orientation, disability, religion, ethnicity,



nationality, civil status, socioeconomic background, political belief, or other protected characteristics. Decisions affecting members of the College community shall be made objectively, impartially, consistently, and without discrimination, harassment, favoritism, or prejudice.

5. Accountability and Transparency

Every member of the College community shall be accountable for his or her decisions, actions, and omissions. Institutional processes shall be conducted with openness, honesty, transparency, and responsibility while ensuring compliance with applicable laws, regulations, and institutional policies. Officials entrusted with authority shall exercise such authority prudently and shall remain answerable for the proper management of public funds, institutional resources, and official responsibilities.

6. Political Neutrality

Officials and employees shall discharge their duties impartially without allowing political affiliations, partisan interests, or external pressures to influence institutional decisions, academic judgments, personnel actions, procurement activities, or the delivery of public services. The College shall preserve its institutional independence while respecting the constitutional rights of individuals to their personal political beliefs and lawful civic participation outside their official duties.

7. Responsiveness and Service Excellence

As a public higher education institution, CCCDO is committed to providing efficient, timely, courteous, accessible, and responsive services to students, employees, parents, alumni, partner institutions, government agencies, and the public. Every official and employee shall perform his or her responsibilities with professionalism, empathy, courtesy, and a genuine commitment to serving the public effectively and efficiently.

8. Academic Integrity and Intellectual Honesty

Academic excellence is inseparable from ethical conduct. Faculty members, researchers, students, and academic leaders shall uphold honesty in teaching, learning, assessment, research, publication, authorship, and scholarly communication. Acts such as plagiarism, fabrication, falsification, cheating, unauthorized collaboration, data manipulation, and other forms of academic dishonesty are strictly prohibited.

9. Academic Freedom with Responsibility

The College recognizes academic freedom as an essential component of higher education. Faculty members and students are encouraged to pursue teaching, learning, research, publication, and scholarly inquiry freely while exercising intellectual honesty, professional responsibility, ethical judgment, and respect for the rights and dignity of others. Academic freedom shall always be exercised within the bounds of law, institutional policies, and accepted ethical standards.

10. Nationalism and Patriotism

Consistent with Republic Act No. 6713, every member of the College community shall contribute to nation-building by respecting the Constitution, obeying the laws of the Republic of the Philippines, promoting civic responsibility, preserving Filipino cultural heritage, supporting sustainable national development, and advancing quality education that contributes to the progress and welfare of the nation.

11. Commitment to Democracy and Participatory Governance

The College upholds democratic values by encouraging participation, consultation, transparency, academic freedom, shared governance, and respect for diverse perspectives. Institutional decisions shall promote fairness, inclusivity, accountability, and meaningful stakeholder participation while preserving the rule of law and respect for human rights.



12. Simple Living and Responsible Stewardship

Officials and employees shall lead lives consistent with the ethical expectations of public servants by avoiding extravagance, misuse of authority, abuse of institutional resources, and conflicts between personal interests and official responsibilities. Public resources shall be utilized efficiently, economically, responsibly, and exclusively for legitimate institutional purposes.

13. Respect for Privacy, Confidentiality, and Data Protection

The College recognizes its responsibility to protect confidential information and personal data entrusted to it by students, employees, alumni, partners, and stakeholders. Every member of the College community shall respect privacy rights, maintain confidentiality of sensitive information, comply with the Data Privacy Act of 2012, and ensure that institutional information is accessed, processed, disclosed, and stored only for lawful and authorized purposes.

14. Environmental Stewardship and Sustainability

CCCDO recognizes its responsibility to protect the environment and promote sustainable development. Members of the College community shall actively support environmental conservation, climate resilience, responsible consumption, resource efficiency, waste reduction, biodiversity conservation, and sustainable campus practices. Ethical responsibility extends beyond human relationships to include the responsible stewardship of natural resources for present and future generations.

15. Social Responsibility and Community Engagement

The College encourages every member of its community to contribute positively to society through volunteerism, extension services, research, innovation, civic engagement, and partnerships that promote inclusive development, social justice, environmental sustainability, and community empowerment. Ethical leadership requires using knowledge, skills, and institutional resources to improve the quality of life of the communities served by the College.

16. Continuous Ethical Development

Ethical behavior is a lifelong commitment that requires continuous reflection, learning, and improvement. The College shall foster an institutional culture that promotes ethics education, leadership development, professional growth, policy awareness, and continuous enhancement of ethical standards through training, mentoring, dialogue, and regular policy review. Every member of the College community shares the responsibility of strengthening ethical governance and cultivating an environment where integrity, professionalism, accountability, and excellence become integral to everyday institutional practice.

These Core Ethical Principles shall serve as the fundamental standards governing the conduct of all members of the City College of Cagayan de Oro community. They shall guide institutional decision-making, professional behavior, academic practice, research activities, administrative functions, community engagement, and the responsible management of public resources. All succeeding provisions of this Written Code of Ethics shall be interpreted and implemented consistently with these principles to ensure that the College remains an institution distinguished by integrity, accountability, academic excellence, responsible public service, and sustainable development.



VI. Ethical Responsibilities of University Leaders

University leaders occupy positions of trust and responsibility that require exemplary ethical conduct, sound judgment, visionary leadership, and unwavering commitment to public service. As public officials and institutional stewards, members of the Board of Trustees, the College President, Vice Presidents, Deans, Directors, Department Heads, Program Chairs, Unit Heads, Supervisors, and all officials exercising managerial, academic, administrative, financial, or policy-making authority shall uphold the highest standards of integrity, accountability, professionalism, transparency, fairness, and excellence in the discharge of their official duties.

Recognizing that public office is a public trust, university leaders shall always place the interests of the institution, its students, employees, stakeholders, and the Filipino people above personal, political, or financial interests. They shall exercise their authority with honesty, impartiality, prudence, and responsibility while ensuring that every decision contributes to the realization of the College's vision, mission, strategic goals, and commitment to quality higher education and sustainable institutional development.

In fulfilling their responsibilities, university leaders shall:

1. Demonstrate Ethical Leadership

Serve as role models of integrity, honesty, professionalism, accountability, humility, and responsible public service by consistently exhibiting ethical behavior in both official and personal conduct. Leaders shall foster a culture of trust, mutual respect, collaboration, and ethical decision-making throughout the institution.

2. Uphold Public Accountability

Remain accountable for all official decisions, actions, and omissions. Leaders shall ensure that institutional authority is exercised solely for lawful and legitimate purposes and that all decisions are supported by transparency, fairness, objectivity, and due process. They shall accept responsibility for institutional outcomes and remain answerable to students, employees, governing bodies, regulatory agencies, and the public.

3. Place Public Interest Above Personal Interest

Exercise authority exclusively for the benefit of the College and the communities it serves. University leaders shall avoid self-interest, favoritism, personal gain, undue influence, or any circumstance that compromises institutional integrity. Public resources shall never be used for private advantage or personal benefit.

4. Promote Good Governance

Strengthen institutional governance by ensuring transparency, accountability, participation, responsiveness, effectiveness, efficiency, and adherence to the rule of law. Leaders shall encourage evidence-based decision-making, institutional innovation, continuous quality improvement, and responsible stewardship of public resources.



5. Exercise Political Neutrality

Discharge official responsibilities without political bias, partisan influence, or external pressure. University leaders shall ensure that employment decisions, student services, procurement activities, academic judgments, scholarships, promotions, and institutional programs remain free from political interference while respecting the constitutional rights of individuals to participate in lawful political activities in their personal capacities.

6. Promote Fairness, Equity, and Inclusivity

Treat all members of the College community with fairness, impartiality, dignity, and respect regardless of age, sex, gender identity, sexual orientation, disability, religion, ethnicity, nationality, civil status, socioeconomic status, political belief, or other protected characteristics. Leaders shall foster an inclusive academic and working environment where diversity is respected and equal opportunity is promoted.

7. Ensure Responsible Financial Stewardship

Safeguard all financial resources, government funds, grants, donations, institutional assets, equipment, facilities, and properties entrusted to the College. Leaders shall ensure that public funds are utilized efficiently, economically, transparently, and exclusively for authorized institutional purposes in accordance with applicable budgeting, accounting, auditing, procurement, and financial management laws and regulations.

8. Prevent Corruption and Conflicts of Interest

Avoid actual, potential, or perceived conflicts of interest and immediately disclose any circumstance that may compromise impartiality. University leaders shall neither solicit nor accept gifts, favors, hospitality, commissions, or other benefits that may influence or appear to influence official decisions. They shall actively prevent fraud, corruption, bribery, nepotism, collusion, abuse of authority, and other unethical practices within the institution.

9. Promote Academic Excellence

Support academic freedom, instructional quality, curriculum development, faculty development, student success, research excellence, extension services, innovation, and internationalization while ensuring that academic standards remain objective, fair, ethical, and free from improper influence.

10. Support Ethical Research and Innovation

Encourage responsible research practices that uphold scientific integrity, intellectual honesty, ethical review, responsible authorship, proper management of research funds, protection of research participants, and compliance with institutional and national research ethics standards.

11. Protect Human Rights, Privacy, and Confidentiality

Respect the dignity, rights, privacy, and confidentiality of students, employees, alumni, partners, and other stakeholders. Leaders shall ensure compliance with the Data Privacy Act of 2012 and establish appropriate safeguards for confidential institutional information and personal data.

12. Promote Safe, Respectful, and Healthy Learning and Working Environments



Maintain an institutional environment free from discrimination, harassment, bullying, sexual harassment, gender-based violence, retaliation, intimidation, abuse of authority, and all forms of misconduct. Leaders shall act promptly, fairly, and confidentially in addressing complaints while ensuring due process and protecting the rights of all parties involved.

13. Encourage Environmental Stewardship

Integrate environmental sustainability into institutional planning, governance, infrastructure development, procurement, academic programs, research, and campus operations. Leaders shall support initiatives that promote climate resilience, energy efficiency, water conservation, waste reduction, biodiversity protection, and sustainable resource management.

14. Foster Transparency and Open Communication

Communicate institutional policies, decisions, strategic priorities, and operational matters honestly, accurately, and promptly. Leaders shall encourage constructive dialogue, stakeholder consultation, participatory governance, and respectful engagement with students, employees, alumni, government agencies, industry partners, and the wider community.

15. Promote Professional Development and Ethical Culture

Support continuous learning, leadership development, ethics education, mentoring, succession planning, and institutional capacity building. Leaders shall encourage employees and students to pursue professional growth while cultivating an organizational culture founded on integrity, accountability, innovation, service excellence, and continuous improvement.

16. Exercise Due Care in Decision-Making

Make decisions objectively and based on facts, applicable laws, institutional policies, professional standards, and the best interests of the College. Leaders shall avoid arbitrary actions, abuse of discretion, discrimination, favoritism, retaliation, and decisions motivated by personal, political, or financial considerations.

17. Demonstrate Responsiveness and Service Excellence

Provide efficient, timely, courteous, and accessible public service to students, employees, parents, alumni, government agencies, industry partners, and the community. Leaders shall actively seek opportunities to improve institutional services, simplify administrative procedures, and enhance stakeholder satisfaction through responsive, people-centered governance.

18. Uphold the Reputation of the College

University leaders shall conduct themselves in a manner that preserves the credibility, reputation, and public trust vested in the City College of Cagayan de Oro. Both within and outside the institution, they shall avoid conduct that may diminish the integrity, independence, or standing of the College and shall promote professionalism, ethical leadership, and responsible citizenship in all official engagements.

University leaders are entrusted not only with the administration of the institution but also with the responsibility of cultivating an ethical organizational culture where integrity, accountability, academic excellence, transparency, respect for human dignity, and responsible public service are practiced at every



level of governance. Through their leadership, they shall inspire all members of the College community to uphold the highest ethical standards and contribute to the fulfillment of the College's mission of providing quality, accessible, and socially responsive higher education for the benefit of present and future generations.

VII. Ethical Responsibilities of Academic Staff

Academic staff occupy a position of honor, trust, and responsibility in shaping the intellectual, moral, professional, and social development of students. As educators, scholars, researchers, mentors, advisers, and public servants, faculty members are expected to uphold the highest standards of integrity, competence, professionalism, fairness, and academic excellence in all aspects of their work. Their conduct shall always reflect the values and mission of the City College of Cagayan de Oro (CCCDO) and shall comply with the Constitution of the Republic of the Philippines, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Republic Act No. 7836 (Philippine Teachers Professionalization Act of 1994), the Code of Ethics for Professional Teachers, applicable CHED policies, Civil Service Commission rules, and institutional regulations.

Faculty members shall recognize that education is a public trust and that teaching is both a profession and a public service. They shall therefore exercise their duties with competence, impartiality, dedication, compassion, and a genuine commitment to lifelong learning and nation-building.

In carrying out their professional responsibilities, academic staff shall:

1. Demonstrate Professional Integrity

Maintain honesty, dignity, fairness, accountability, and professionalism in all academic and professional activities. Faculty members shall avoid fraud, misrepresentation, plagiarism, falsification of records, abuse of authority, conflicts of interest, and any conduct that may diminish the credibility of the teaching profession or the reputation of the College.

2. Promote Academic Excellence

Deliver quality instruction founded on sound pedagogy, current disciplinary knowledge, innovation, critical thinking, and evidence-based teaching practices. Faculty members shall continuously improve their professional competence through graduate studies, research, training, professional development programs, and engagement in scholarly and creative activities.

3. Respect Academic Freedom

Exercise academic freedom responsibly by encouraging critical inquiry, intellectual diversity, respectful dialogue, independent thinking, and scholarly debate while remaining faithful to facts, ethical standards, institutional policies, and applicable laws. Academic freedom shall never be used to justify discrimination, harassment, misinformation, or unethical conduct.

4. Uphold Academic Integrity

Maintain the highest standards of honesty in teaching, assessment, grading, publication, research, supervision, authorship, and academic evaluation. Faculty members shall neither tolerate nor participate



in plagiarism, fabrication, falsification, cheating, unauthorized collaboration, academic dishonesty, or any act that compromises the integrity of education.

5. Ensure Fair and Objective Student Assessment

Evaluate students solely on academic merit, demonstrated competencies, learning outcomes, and officially approved assessment criteria. Grades shall never be influenced by favoritism, discrimination, personal relationships, political beliefs, financial considerations, or other improper motives. Assessment procedures shall be transparent, objective, consistent, and properly documented.

6. Respect the Rights and Dignity of Students

Treat every student with courtesy, fairness, patience, compassion, and respect regardless of age, gender, religion, ethnicity, disability, nationality, socioeconomic status, political belief, sexual orientation, or other protected characteristics. Faculty members shall create an inclusive learning environment that promotes mutual respect, equal opportunity, and human dignity.

7. Serve as Mentors and Positive Role Models

Recognize their responsibility to guide students not only academically but also in developing ethical behavior, leadership, critical thinking, responsible citizenship, environmental stewardship, and lifelong learning. Faculty members shall inspire students through personal example, professionalism, and commitment to excellence.

8. Maintain Professional Boundaries

Establish relationships with students that are strictly professional, respectful, and appropriate. Faculty members shall avoid favoritism, exploitation, romantic or sexual relationships with students under their supervision, coercion, intimidation, harassment, or any conduct that may create conflicts of interest or abuse the inherent authority of the teaching profession.

9. Protect Confidentiality

Maintain the confidentiality of student records, examination materials, academic evaluations, disciplinary proceedings, research information, and personal data entrusted to them. Confidential information shall only be disclosed when authorized by law or institutional policy, consistent with the Data Privacy Act of 2012.

10. Conduct Ethical Research

Faculty members engaged in research shall uphold honesty, transparency, objectivity, and scientific integrity throughout the research process. They shall ensure proper ethical review, informed consent where applicable, responsible data management, accurate reporting of findings, appropriate authorship attribution, avoidance of plagiarism, and responsible use of research funds and institutional resources.

11. Promote Intellectual Honesty

Respect intellectual property rights by properly acknowledging the contributions of others, citing sources accurately, avoiding copyright infringement, and promoting responsible scholarship. Faculty members shall encourage students to observe the same standards of academic honesty and ethical scholarship.



12. Foster Collegiality and Mutual Respect

Maintain harmonious professional relationships with fellow faculty members, administrators, non-teaching personnel, and students. Faculty members shall cooperate in achieving institutional goals, share knowledge and expertise, respect professional differences, and avoid malicious criticism, workplace bullying, gossip, discrimination, or conduct that undermines teamwork and collegiality.

13. Exercise Responsible Use of Institutional Resources

Utilize classrooms, laboratories, libraries, research facilities, equipment, information systems, financial resources, and other College assets responsibly, efficiently, and exclusively for legitimate educational and institutional purposes. Misuse of public resources for personal gain or unauthorized activities is strictly prohibited.

14. Promote Environmental Responsibility

Integrate sustainability, environmental protection, climate resilience, responsible resource utilization, and ecological awareness into teaching, research, extension, and community engagement whenever appropriate. Faculty members shall support institutional initiatives that promote waste reduction, energy conservation, water efficiency, biodiversity protection, and sustainable campus development.

15. Observe Political Neutrality in Official Duties

While faculty members retain their constitutional rights as private citizens, they shall perform their official academic responsibilities without political bias or partisan influence. Teaching, grading, advising, recruitment, scholarship recommendations, and other academic functions shall never be used to promote partisan political interests or discriminate against individuals based on political beliefs.

16. Promote Community Engagement and Social Responsibility

Participate in extension programs, community development initiatives, industry collaboration, public service, and knowledge-sharing activities that contribute to social progress, sustainable development, and national development. Faculty members shall use their expertise to address community needs while maintaining professionalism and ethical responsibility.

17. Pursue Continuous Professional Development

Recognize professional growth as a continuing obligation by actively participating in faculty development programs, advanced education, professional organizations, research activities, conferences, seminars, certifications, and other lifelong learning opportunities that enhance teaching effectiveness and scholarly competence.

18. Uphold the Reputation of the College

Conduct themselves with dignity, professionalism, and integrity both within and outside the institution. Faculty members shall avoid actions, statements, or behavior that may damage the reputation, credibility, or public trust of the City College of Cagayan de Oro while respecting academic freedom and responsible freedom of expression.



Academic staff serve as the intellectual and ethical foundation of the institution. Their commitment to excellence in teaching, research, extension, innovation, mentorship, and public service directly influences the quality of graduates and the reputation of the College. By consistently upholding these ethical responsibilities, faculty members contribute to an academic community founded on integrity, professionalism, inclusivity, accountability, academic freedom, social responsibility, and sustainable development, thereby fulfilling the mission of the City College of Cagayan de Oro to provide accessible, relevant, and transformative higher education for the benefit of society.

VIII. Ethical Responsibilities of Administrative Staff

Administrative staff plays an indispensable role in ensuring the efficient, transparent, and effective operation of the City College of Cagayan de Oro (CCCDO). As public servants entrusted with institutional resources, records, finances, facilities, information systems, and essential support services, they are expected to uphold the highest standards of integrity, professionalism, accountability, impartiality, and public service. Their conduct shall always reflect the mission, vision, and core values of the College and comply with the Constitution of the Republic of the Philippines, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Civil Service Commission regulations, the Data Privacy Act of 2012, applicable labor laws, and institutional policies.

Administrative personnel shall recognize that every transaction, service, and decision directly contributes to the quality of education and public trust in the institution. They shall therefore perform their duties with competence, courtesy, efficiency, honesty, and a strong commitment to serving students, faculty, employees, parents, alumni, government agencies, and other stakeholders.

In carrying out their official responsibilities, administrative staff shall:

1. Uphold Integrity and Honesty

Perform all official duties honestly, ethically, and transparently. Administrative personnel shall not engage in fraud, falsification of records, misrepresentation, deception, bribery, theft, or any dishonest act that undermines institutional credibility or public confidence.

2. Demonstrate Professionalism

Carry out assigned responsibilities with competence, diligence, efficiency, punctuality, courtesy, and respect. Administrative personnel shall maintain high standards of work quality, continuously improve their knowledge and skills, and conduct themselves in a manner that reflects positively on the College.

3. Serve the Public with Excellence

Recognize that the College exists to serve students and the public. Administrative personnel shall provide prompt, courteous, accessible, impartial, and responsive services while ensuring that every client is treated fairly, respectfully, and professionally regardless of social status, gender, religion, ethnicity, disability, political affiliation, or personal background.

4. Uphold Accountability



Accept responsibility for official actions, decisions, and omissions. Administrative personnel shall perform their duties with transparency and shall remain answerable for the proper management of institutional records, finances, resources, and public property entrusted to their care.

5. Exercise Responsible Stewardship of Public Resources

Safeguard government funds, equipment, facilities, information systems, office supplies, vehicles, utilities, and other institutional resources. Public resources shall be used efficiently, economically, and exclusively for authorized institutional purposes. Waste, misuse, unauthorized use, or personal appropriation of College property is strictly prohibited.

6. Protect Confidential Information

Maintain the confidentiality of institutional records, personnel files, student information, financial documents, procurement records, examination materials, medical information, and other sensitive data acquired through official duties. Administrative personnel shall comply with the Data Privacy Act of 2012 and institutional data protection policies, ensuring that confidential information is disclosed only to authorized individuals or as required by law.

7. Prevent Conflicts of Interest

Avoid any actual, potential, or perceived conflict between personal interests and official responsibilities. Administrative personnel shall not use their position for personal gain, favor relatives or associates in official transactions, or participate in decisions where impartiality may reasonably be questioned. Any conflict of interest shall be promptly disclosed in accordance with institutional policies.

8. Reject Corruption and Improper Influence

Administrative personnel shall neither solicit nor accept gifts, favors, commissions, hospitality, financial benefits, or any form of consideration that may influence or appear to influence the performance of official duties. They shall actively resist bribery, corruption, nepotism, collusion, extortion, and abuse of authority, and shall report unethical or unlawful conduct through established institutional reporting mechanisms.

9. Ensure Fairness and Impartiality

Administer policies, procedures, and institutional services objectively and consistently. Decisions relating to procurement, hiring, promotion, scholarships, financial assistance, records management, and other administrative functions shall be based solely on applicable laws, regulations, institutional policies, and objective criteria.

10. Respect Human Dignity and Diversity

Treat all members of the College community with courtesy, fairness, compassion, and respect. Administrative personnel shall foster an inclusive workplace free from discrimination, harassment, bullying, intimidation, retaliation, or any behavior that undermines the dignity and rights of others.

11. Support Institutional Governance

Cooperate fully with administrators, faculty members, students, governing boards, oversight agencies, and external stakeholders in implementing institutional policies, strategic initiatives, accreditation



requirements, quality assurance programs, and continuous improvement efforts. Administrative personnel shall contribute constructively to institutional effectiveness through teamwork, innovation, and responsible decision-making.

12. Maintain Accurate Records and Documentation

Prepare, process, store, and maintain institutional records with accuracy, completeness, timeliness, and integrity. Administrative personnel shall ensure that official documents, reports, financial records, inventories, contracts, and correspondence are properly managed, securely stored, and readily accessible in accordance with records management policies and legal requirements.

13. Promote Information Security and Responsible Technology Use

Use institutional information systems, communication platforms, digital resources, and information technology responsibly and securely. Administrative personnel shall protect user accounts, passwords, databases, and digital assets from unauthorized access, cyber threats, and misuse while complying with institutional cybersecurity and information security policies.

14. Support Environmental Sustainability

Actively participate in institutional initiatives that promote responsible resource utilization, waste reduction, energy conservation, water efficiency, paperless transactions, green procurement, recycling, and sustainable campus operations. Administrative personnel shall integrate environmentally responsible practices into their daily work and support the College's environmental sustainability programs.

15. Demonstrate Political Neutrality

Perform official duties impartially and without political bias. Administrative personnel shall not use institutional resources, authority, or official positions to advance partisan political interests or influence institutional decisions for political purposes while respecting their constitutional rights as private citizens.

16. Pursue Continuous Professional Development

Continuously improve professional competence through participation in seminars, training programs, workshops, certifications, continuing education, and institutional development initiatives. Administrative personnel shall embrace innovation, lifelong learning, and quality improvement to enhance organizational effectiveness and public service delivery.

17. Promote Workplace Harmony and Collaboration

Maintain positive professional relationships with colleagues, faculty members, students, supervisors, and external stakeholders based on mutual respect, cooperation, trust, and open communication. Administrative personnel shall contribute to a healthy work environment by resolving conflicts constructively and promoting teamwork and shared institutional goals.

18. Uphold the Reputation of the College

Conduct themselves with professionalism, dignity, integrity, and responsibility both within and outside the institution. Administrative personnel shall avoid conduct that could damage the reputation, credibility,



or public trust of the City College of Cagayan de Oro and shall consistently demonstrate behavior befitting public servants committed to excellence and ethical governance.

Administrative staff are essential partners in achieving the College's mission of providing quality, efficient, transparent, and responsive public higher education. Through their commitment to ethical conduct, responsible stewardship, service excellence, accountability, and continuous improvement, they strengthen institutional governance, enhance stakeholder confidence, and contribute to a culture of integrity, professionalism, sustainability, and public trust. By faithfully observing these ethical responsibilities, administrative personnel help ensure that the City College of Cagayan de Oro remains an institution distinguished by effective public service, operational excellence, and unwavering commitment to ethical governance.

IX. Ethical Responsibilities of Students

Students are the primary beneficiaries of the educational programs and services of the City College of Cagayan de Oro (CCCDO) and are recognized as essential partners in the realization of the institution's vision, mission, and educational objectives. As members of an academic community founded upon integrity, excellence, respect, accountability, and social responsibility, students are expected to uphold the highest standards of ethical conduct both within and outside the College.

Student conduct shall be guided by the Constitution of the Republic of the Philippines, applicable laws and regulations, the Student Handbook, institutional policies, and this Written Code of Ethics. Every student shares the responsibility of maintaining an academic environment characterized by honesty, mutual respect, responsible citizenship, and commitment to lifelong learning.

In fulfilling their responsibilities as members of the College community, students shall:

1. Uphold Academic Integrity

Maintain honesty, fairness, and integrity in all academic activities. Students shall not engage in cheating, plagiarism, fabrication, falsification of academic work, unauthorized collaboration, impersonation, examination misconduct, or any other form of academic dishonesty. All submitted work shall accurately reflect their own knowledge, skills, and effort while giving proper acknowledgment to the intellectual contributions of others.

2. Pursue Academic Excellence

Demonstrate diligence, responsibility, discipline, and commitment to learning by attending classes regularly, preparing adequately for academic activities, completing assigned requirements on time, and actively participating in classroom discussions, research, extension activities, and co-curricular programs. Students are encouraged to cultivate critical thinking, creativity, innovation, and lifelong learning.

3. Respect Human Dignity and Diversity

Treat fellow students, faculty members, administrators, employees, visitors, and members of the community with courtesy, fairness, respect, and compassion. Students shall refrain from discrimination, bullying, harassment, intimidation, hate speech, gender-based violence, cyberbullying, or any behavior that violates the dignity and rights of others regardless of age, sex, gender identity, sexual orientation, disability, religion, ethnicity, nationality, socioeconomic status, or political beliefs.



4. Observe Responsible Conduct

Conduct themselves in a manner consistent with the values of honesty, discipline, courtesy, humility, and respect. Students shall avoid disruptive behavior, disorderly conduct, vandalism, violence, substance abuse, gambling, theft, fraud, or any unlawful or unethical act that may endanger themselves or others or disrupt the academic environment.

5. Respect Faculty, Staff, and Institutional Authority

Recognize the authority and responsibilities of faculty members, administrators, and College personnel by complying with lawful instructions, institutional policies, classroom rules, and administrative procedures. Students shall communicate respectfully and constructively while exercising their rights responsibly.

6. Protect College Property and Resources

Exercise responsible stewardship over classrooms, laboratories, libraries, learning equipment, information technology facilities, furniture, campus infrastructure, and other institutional resources. Students shall avoid damaging, stealing, misusing, or vandalizing College property and shall immediately report any damage or safety concern to the appropriate office.

7. Practice Responsible Digital Citizenship

Use institutional information systems, internet services, email accounts, learning management systems, computer laboratories, and digital resources responsibly, ethically, and lawfully. Students shall protect their user credentials, respect intellectual property rights, avoid unauthorized access to information systems, refrain from cyberbullying or online harassment, and comply with institutional cybersecurity and acceptable use policies.

8. Respect Privacy and Confidentiality

Respect the privacy of fellow students, faculty members, employees, and institutional stakeholders. Students shall not unlawfully access, disclose, record, distribute, or misuse confidential information, personal data, examination materials, academic records, photographs, videos, or digital content obtained through College activities without proper authorization, in accordance with the Data Privacy Act of 2012.

9. Promote Environmental Stewardship

Actively support the College's environmental sustainability initiatives by practicing proper waste segregation, resource conservation, energy efficiency, water conservation, recycling, campus cleanliness, biodiversity protection, and responsible consumption. Students are encouraged to participate in environmental programs, tree planting activities, climate action campaigns, and Green Campus initiatives that contribute to sustainable development.

10. Demonstrate Social Responsibility

Participate actively in extension services, volunteer programs, outreach activities, civic engagement, disaster response initiatives, community partnerships, and other activities that promote social development, environmental protection, and nation-building. Students are encouraged to use their knowledge, skills, and talents for the benefit of society and the communities they serve.



11. Exercise Leadership with Integrity

Student leaders shall perform their duties with honesty, accountability, transparency, fairness, and dedication to public service. Officers of student organizations shall responsibly manage organizational funds, activities, projects, and institutional resources while promoting democratic participation, inclusivity, and ethical leadership.

12. Observe Responsible Freedom of Expression

Students have the right to express their opinions, beliefs, and ideas in accordance with academic freedom, freedom of expression, and institutional policies. Such rights shall be exercised responsibly, respectfully, and without promoting misinformation, defamation, discrimination, violence, hatred, or unlawful conduct.

13. Comply with Institutional Policies

Observe all College rules, regulations, academic policies, safety procedures, health protocols, and administrative requirements. Students shall cooperate with authorized College officials during investigations, disciplinary proceedings, emergency situations, and institutional activities while respecting due process and the rights of others.

14. Avoid Conflicts of Interest and Unethical Conduct

Students shall not use their position, influence, organizational affiliation, or personal relationships to obtain unfair academic, financial, or administrative advantages. They shall avoid bribery, falsification of documents, misrepresentation, unauthorized solicitation, and other unethical practices that compromise fairness and institutional integrity.

15. Promote a Safe and Inclusive Learning Environment

Contribute to maintaining a campus environment that is safe, respectful, inclusive, and conducive to learning. Students shall support initiatives that prevent discrimination, harassment, violence, retaliation, bullying, sexual harassment, and other forms of misconduct while encouraging mutual respect, cooperation, and peaceful conflict resolution.

16. Uphold the Reputation of the College

Conduct themselves responsibly both on and off campus, recognizing that their actions reflect upon the reputation and credibility of the City College of Cagayan de Oro. Students shall demonstrate professionalism during internships, community engagements, competitions, conferences, official travel, online activities, and other situations where they represent the College.

17. Commit to Continuous Personal and Ethical Development

Students shall continuously strive to develop not only their academic competence but also their character, leadership, emotional intelligence, ethical judgment, and civic responsibility. They are encouraged to participate in seminars, leadership programs, cultural activities, environmental initiatives, and other opportunities that foster holistic personal growth and responsible citizenship.

Students are expected to become responsible professionals, ethical leaders, and socially responsive citizens who embody the values of integrity, excellence, respect, accountability, and service. By faithfully



observing these ethical responsibilities, students contribute to an academic community founded upon mutual trust, academic excellence, responsible citizenship, sustainable development, and respect for human dignity. Through their conduct, they strengthen the reputation of the City College of Cagayan de Oro as an institution committed to producing competent, ethical, innovative, and community-oriented graduates capable of making meaningful contributions to local, national, and global development.

X. Conflict of Interest

The City College of Cagayan de Oro (CCCCO) recognizes that integrity, impartiality, transparency, and accountability are fundamental to maintaining public trust and institutional credibility. To preserve these principles, all members of the College community shall avoid situations in which personal interests, financial considerations, family relationships, political affiliations, business dealings, or other external influences may compromise—or appear to compromise—the objective and impartial performance of their official duties and responsibilities.

A conflict of interest exists whenever an individual's private interests interfere with, influence, or have the potential to influence the proper exercise of official authority, professional judgment, or institutional decision-making. Conflicts of interest may be actual, potential, or perceived, and all forms shall be managed with equal diligence to protect the integrity of institutional governance.

Every official, faculty member, administrative employee, student leader, researcher, consultant, contractor, volunteer, and any individual acting on behalf of the College shall perform their responsibilities solely in the best interest of the institution and shall avoid circumstances that create divided loyalty or improper personal advantage.

1. General Principles

All members of the College community shall:

- a. Place the interests of the College and the public above personal, family, political, or financial interests.
- b. Exercise independent, objective, and impartial judgment in all official actions and decisions.
- c. Avoid situations that could reasonably create actual, potential, or perceived conflicts of interest.
- d. Promptly disclose any circumstance that may affect impartiality or objectivity.
- e. Refrain from participating in decisions or transactions where a conflict of interest exists until appropriate institutional guidance has been obtained.
- f. Maintain transparency throughout institutional transactions to preserve public confidence and institutional integrity.

2. Situations Constituting Conflict of Interest

Conflict of interest may arise in, but is not limited to, the following situations:



a. Financial Interests

Possessing financial ownership, investments, partnerships, or business interests that may influence institutional decisions, procurement activities, contract awards, research funding, or administrative actions.

b. Family and Personal Relationships

Participating in decisions involving spouses, relatives within the prohibited degree under applicable laws, domestic partners, close personal associates, or individuals with whom the employee maintains a relationship that could compromise impartiality.

c. Employment Outside the College

Accepting outside employment, consultancy, professional engagements, or entrepreneurial activities that interfere with official responsibilities or create divided loyalty between the College and another organization.

d. Procurement and Contracting

Participating in procurement, bidding, supplier selection, purchasing, contract negotiations, project implementation, or financial transactions involving businesses owned by the employee, family members, or close associates.

e. Gifts, Hospitality, and Favors

Soliciting, accepting, or requesting gifts, loans, travel sponsorships, entertainment, discounts, commissions, favors, or other benefits from individuals or organizations that conduct or seek to conduct business with the College when such benefits may influence official decisions or create an appearance of impropriety.

Nominal tokens of appreciation allowed by law, institutional policy, or accepted cultural practice may be accepted only when they do not influence professional judgment or compromise institutional integrity.

f. Academic Decisions

Faculty members shall avoid conflicts arising from grading, advising, supervising, evaluating, or recommending students with whom they have personal, financial, or familial relationships that could impair objective academic judgment.

g. Research Activities

Researchers shall disclose financial interests, funding sources, consulting arrangements, intellectual property interests, or external affiliations that may influence research design, implementation, analysis, publication, or dissemination of research findings.



h. Student Leadership

Student leaders shall avoid participating in organizational or institutional decisions where personal interests, family relationships, financial benefits, or organizational affiliations could improperly influence their judgment.

3. Disclosure Requirements

Every member of the College community has an ethical responsibility to disclose any actual, potential, or perceived conflict of interest immediately upon becoming aware of its existence.

Disclosure shall be made to the appropriate authority, which may include:

- Immediate Supervisor;
- Department Chair or Dean;
- Director or Unit Head;
- Human Resource Management Office;
- Ethics Committee;
- Office of the College President; or
- Other designated institutional authority.

Disclosure shall be made before participating in any decision, approval, recommendation, procurement activity, recruitment process, financial transaction, research activity, or other institutional matter where impartiality may reasonably be questioned.

4. Management of Conflicts of Interest

Upon disclosure, the appropriate institutional authority shall evaluate the nature and extent of the conflict and determine the appropriate management strategy, which may include:

- Recusal from discussions, deliberations, evaluations, voting, or decision-making;
- Reassignment of responsibilities;
- Independent review by another qualified official or committee;
- Increased transparency and documentation;
- Enhanced supervisory oversight;
- Modification of institutional assignments; or
- Other measures necessary to eliminate or appropriately manage the conflict.

The objective is not merely to prevent misconduct but to preserve public confidence in the fairness and integrity of institutional processes.

5. Prohibited Conduct

Members of the College community shall not:

- Use official authority, influence, or institutional position for personal benefit or private gain;
- Award contracts, scholarships, appointments, promotions, or institutional opportunities based on favoritism, nepotism, or personal relationships;
- Solicit or receive bribes, kickbacks, commissions, or improper financial benefits;
- Participate in decisions where they have undisclosed personal interests;



- Misuse confidential institutional information for personal, commercial, or political advantage;
- Influence institutional decisions for the benefit of relatives, friends, business associates, or political affiliates; or
- Engage in any activity prohibited under Republic Act No. 6713, the Anti-Graft and Corrupt Practices Act (Republic Act No. 3019), the Government Procurement Reform Act (Republic Act No. 9184), and other applicable laws.

6. Institutional Responsibilities

The College shall establish appropriate mechanisms to prevent, identify, disclose, and manage conflicts of interest through:

- Institutional policies and procedures;
- Ethics education and awareness programs;
- Disclosure mechanisms;
- Internal control systems;
- Independent oversight;
- Procurement safeguards;
- Periodic audits;
- Monitoring and compliance reviews; and
- Continuous policy improvement.

The College shall cultivate a culture where transparency, accountability, and ethical decision-making are regarded as shared institutional responsibilities.

7. Good Faith Reporting and Protection

No member of the College community shall suffer retaliation, discrimination, intimidation, or adverse consequences for disclosing a conflict of interest or reporting a suspected violation in good faith. Reports shall be handled confidentially, fairly, impartially, and in accordance with due process and institutional procedures.

8. Violations

Failure to disclose a conflict of interest, deliberate concealment of relevant information, misuse of authority for personal benefit, or participation in institutional decisions despite the existence of a disqualifying conflict constitutes a violation of this Code of Ethics and may result in administrative, civil, or criminal liability, without prejudice to disciplinary sanctions provided under applicable laws, Civil Service Commission rules, Commission on Higher Education regulations, and institutional policies.

The City College of Cagayan de Oro affirms that preventing and properly managing conflicts of interest is essential to maintaining public trust, strengthening institutional governance, protecting academic integrity, ensuring fair and transparent decision-making, and preserving the reputation of the College as a responsible, ethical, and accountable institution of higher learning.



XI. Confidentiality, Data Privacy, and Information Security

The City College of Cagayan de Oro (CCCCO) recognizes that information is one of its most valuable institutional assets and that the protection of personal data, confidential records, academic information, research outputs, financial records, and digital resources is fundamental to maintaining public trust, institutional integrity, and effective governance. As a public higher education institution, the College is committed to ensuring that all information entrusted to it is collected, processed, stored, accessed, shared, retained, and disposed of in a lawful, ethical, secure, and responsible manner.

This Code affirms CCCDO's commitment to safeguarding the privacy rights of students, faculty members, administrative personnel, alumni, parents, applicants, researchers, contractors, visitors, partner institutions, and all other stakeholders whose personal information is processed by the College. All members of the College community share the responsibility of protecting confidential information and ensuring compliance with Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, National Privacy Commission (NPC) issuances, Republic Act No. 8792 (Electronic Commerce Act of 2000), Republic Act No. 10175 (Cybercrime Prevention Act of 2012), and all applicable institutional data privacy, information security, and records management policies.

The College shall promote a culture where confidentiality, responsible information management, cybersecurity, and respect for privacy become integral components of ethical conduct and institutional governance.

1. General Principles

All members of the College community shall:

- a. Respect the privacy rights of every individual.
- b. Process personal data only for lawful, legitimate, specific, and authorized institutional purposes.
- c. Protect confidential information from unauthorized access, disclosure, alteration, destruction, misuse, or loss.
- d. Exercise due care in handling both physical and electronic records.
- e. Maintain confidentiality even after separation from the College whenever required by law or institutional policy.
- f. Support the College's commitment to transparency while balancing the need to protect confidential and sensitive information.

2. Confidential Information

Confidential information includes, but is not limited to:

- Student academic records and educational information;
- Personnel files and employment records;
- Payroll, compensation, and financial records;
- Medical and health information;
- Research data and unpublished research findings;
- Examination questions, answer keys, and assessment materials;
- Procurement and bidding documents;
- Contracts, legal documents, and administrative investigations;
- Institutional strategic plans and confidential reports;
- Information technology infrastructure documentation;



- Passwords, authentication credentials, encryption keys, and system configurations;
- CCTV recordings and security surveillance records;
- Personal information and sensitive personal information protected by law; and
- Any other information classified as confidential under applicable laws or institutional policies.

Access to confidential information shall be granted strictly on a need-to-know basis and only to authorized individuals performing legitimate institutional functions.

3. Protection of Personal Data

Every member of the College community shall respect the rights of data subjects by ensuring that personal information is collected, processed, used, disclosed, retained, archived, and disposed of only in accordance with applicable laws and institutional policies.

Personal data shall be:

- Collected fairly, lawfully, and transparently;
- Used only for legitimate and authorized purposes;
- Accurate and kept up to date whenever necessary;
- Protected through appropriate administrative, technical, and physical safeguards;
- Retained only for the period required by law or institutional necessity; and
- Securely disposed of once retention requirements have been satisfied.

The College shall recognize and protect the rights of data subjects, including the rights to be informed, to access, to object, to correct inaccurate information, to erasure or blocking where applicable, to data portability, to damages, and to lodge complaints before the appropriate authorities.

4. Responsibilities of Members of the College Community

All officials, faculty members, administrative personnel, students, consultants, researchers, contractors, interns, volunteers, and third-party service providers shall:

- a. Maintain the confidentiality of information obtained through official duties.
- b. Access institutional information only when authorized.
- c. Protect passwords, user accounts, authentication credentials, and security devices.
- d. Immediately report suspected data breaches, cybersecurity incidents, unauthorized disclosures, or security vulnerabilities.
- e. Avoid discussing confidential institutional matters in public or unsecured environments.
- f. Refrain from copying, downloading, transmitting, photographing, recording, or distributing confidential information without proper authorization.
- g. Comply with all institutional information security policies and procedures.

5. Information Security

To protect institutional information assets, the College shall implement appropriate administrative, organizational, technical, and physical security measures, including but not limited to:

- Access control mechanisms;
- User authentication procedures;
- Password management standards;
- Data encryption where appropriate;
- Firewall and network security controls;



- Secure backup and disaster recovery systems;
- Antivirus and malware protection;
- Secure storage facilities;
- CCTV monitoring for critical facilities;
- Regular vulnerability assessments;
- Cybersecurity awareness programs; and
- Incident response and business continuity procedures.

All users of College information systems shall exercise responsible use of institutional technology resources and comply with cybersecurity policies established by the Technology, Information, and Digital Management Center (TIDMC).

6. Responsible Use of Information Technology

Institutional information systems, electronic communication platforms, internet services, software applications, cloud services, digital storage devices, and computer equipment shall be used exclusively for legitimate educational, research, administrative, and official purposes.

Users shall not:

- Access information without authorization;
- Share passwords or authentication credentials;
- Install unauthorized software;
- Circumvent cybersecurity controls;
- Engage in hacking, phishing, malware distribution, or other cyber-related offenses;
- Use institutional resources for illegal or unethical activities;
- Infringe upon intellectual property rights; or
- Disseminate false, malicious, discriminatory, defamatory, or harmful digital content using College resources.

7. Records Management

Institutional records shall be created, maintained, classified, archived, retained, and disposed of in accordance with established records management schedules and applicable laws.

Every office shall ensure that records remain:

- Accurate;
- Complete;
- Reliable;
- Secure;
- Accessible to authorized users;
- Protected from unauthorized modification or destruction; and
- Properly disposed of after the expiration of authorized retention periods.

8. Data Breach Reporting

Every member of the College community has an obligation to immediately report any actual, suspected, or potential data breach, cybersecurity incident, unauthorized disclosure, or loss of confidential information.

Reports shall immediately be communicated to:



- The Data Privacy Officer (DPO);
- Technology, Information, and Digital Management Center (TIDMC);
- Immediate Supervisor;
- Human Resource Management Office (when applicable); or
- Other designated institutional authorities.

The College shall investigate all reported incidents promptly, implement appropriate corrective actions, notify affected parties whenever required by law, and comply with reporting requirements established by the National Privacy Commission.

9. Confidentiality After Separation from Service

The duty to protect confidential information continues even after graduation, retirement, resignation, transfer, termination, completion of contracts, or separation from the College.

Former officials, employees, students, consultants, researchers, contractors, interns, and volunteers shall not disclose, misuse, reproduce, or exploit confidential institutional information acquired during their affiliation with the College unless expressly authorized by law or the institution.

10. Violations

Unauthorized disclosure, misuse, alteration, destruction, theft, unauthorized access, improper processing of personal data, violation of cybersecurity policies, or any act that compromises the confidentiality, integrity, or availability of institutional information constitutes a serious violation of this Code of Ethics and may subject the offender to administrative, civil, and criminal liability under applicable laws, including the Data Privacy Act of 2012, the Cybercrime Prevention Act of 2012, Civil Service Commission rules, and institutional disciplinary procedures.

The City College of Cagayan de Oro affirms that protecting confidential information, respecting privacy rights, and maintaining strong information security practices are essential to ethical governance, responsible public service, academic excellence, and institutional resilience. Every member of the College community shares the responsibility of safeguarding information assets, protecting the rights of data subjects, and ensuring that trust, accountability, transparency, and cybersecurity remain integral to the College's culture of integrity and excellence.

XII. Reporting Violations, Whistleblowing, and Protection Against Retaliation

The City College of Cagayan de Oro (CCCDO) is committed to fostering a culture of integrity, accountability, transparency, and ethical governance by encouraging all members of the College community to report, in good faith, any actual or suspected violation of laws, institutional policies, regulations, or this Written Code of Ethics. The College recognizes that timely reporting of unethical conduct is essential in protecting institutional integrity, promoting responsible governance, preventing corruption, and ensuring public trust in the institution.

CCCDO shall maintain a fair, accessible, confidential, and impartial Whistleblowing and Complaint System that enables faculty members, administrative personnel, students, officials, researchers, contractors, alumni, service providers, and other stakeholders to report unethical, illegal, fraudulent, or improper activities without fear of retaliation, discrimination, harassment, intimidation, or reprisal.



The College affirms that every member of the academic community has both the right and the ethical responsibility to report misconduct whenever there are reasonable grounds to believe that violations have occurred or are likely to occur.

1. Objectives

The Whistleblowing and Complaint System aims to:

- a. Promote honesty, transparency, accountability, and ethical conduct throughout the institution.
- b. Detect, prevent, and address unethical, illegal, fraudulent, corrupt, or improper activities at the earliest opportunity.
- c. Encourage members of the College community to report violations in good faith.
- d. Protect whistleblowers and complainants from retaliation or adverse actions.
- e. Ensure fair, objective, confidential, and timely investigation of reported concerns.
- f. Strengthen institutional governance through continuous monitoring and ethical accountability.

2. Reportable Violations

The following acts may be reported under this Code, including but not limited to:

a. Ethical Misconduct

- Violations of this Written Code of Ethics;
- Abuse of authority or official position;
- Conflict of interest;
- Dishonesty or misrepresentation;
- Gross neglect of duty;
- Conduct prejudicial to the best interest of the College.

b. Academic Misconduct

- Cheating and examination irregularities;
- Plagiarism;
- Fabrication or falsification of academic records;
- Research misconduct;
- Unauthorized alteration of grades or academic documents.

c. Financial and Administrative Irregularities

- Fraud;
- Theft or misappropriation of College funds or property;
- Procurement irregularities;
- Unauthorized use of institutional resources;
- Falsification of financial records;
- Misuse of government funds.



d. Corruption and Bribery

- Solicitation or acceptance of bribes;
- Offering improper gifts or favors;
- Kickbacks or commissions;
- Extortion;
- Violations of Republic Act No. 3019 and Republic Act No. 6713.

e. Human Resource Violations

- Workplace harassment;
- Sexual harassment;
- Bullying;
- Discrimination;
- Abuse of authority;
- Nepotism;
- Retaliation against employees or students.

f. Information Security and Data Privacy Violations

- Unauthorized disclosure of confidential information;
- Data privacy breaches;
- Cybersecurity violations;
- Unauthorized access to institutional systems;
- Misuse of personal data.

g. Environmental, Health, and Safety Violations

- Improper waste disposal;
- Environmental violations;
- Unsafe working conditions;
- Failure to comply with health and safety regulations;
- Acts that threaten campus safety or public welfare.

h. Other Violations

Any act that violates applicable laws, Civil Service Commission regulations, Commission on Higher Education policies, institutional rules, or other legal and ethical obligations may likewise be reported.

3. Persons Authorized to File Reports

Reports may be submitted by:

- Students;
- Faculty members;
- Administrative personnel;
- College officials;
- Researchers;
- Consultants;
- Contractual employees;



- Service providers;
- Alumni;
- Parents or guardians;
- Community partners;
- Visitors; and
- Any person who has reasonable grounds to believe that misconduct has occurred.

Anonymous reports may also be accepted provided that sufficient factual information or supporting evidence is available to permit preliminary evaluation.

4. Reporting Channels

Reports may be submitted through any of the following official channels:

- Immediate Supervisor or Department Head;
- Dean or Office Head;
- Human Resource Management Office;
- Office of Student Affairs and Services (for student-related concerns);
- Internal Audit Unit;
- Technology, Information, and Digital Management Center (TIDMC) for ICT-related concerns;
- Data Privacy Officer for privacy-related complaints;
- Office of the Vice President concerned;
- Office of the College President;
- Ethics Committee;
- Official institutional email addresses;
- Official complaint forms;
- Secure online reporting platforms; or
- Other officially designated reporting mechanisms established by the College.

The College may establish confidential electronic reporting systems that allow individuals to submit complaints securely while protecting their identity whenever appropriate.

5. Confidentiality

All reports shall be handled with the highest degree of confidentiality consistent with due process, applicable laws, and the requirements of a fair investigation.

The identity of the whistleblower, complainant, respondent, witnesses, and other individuals involved shall be protected to the fullest extent permitted by law. Information related to investigations shall only be disclosed to authorized persons whose official duties require access to such information.

Confidentiality shall not prevent disclosure when required by law, judicial proceedings, government investigations, or lawful administrative processes.

6. Protection Against Retaliation

The College strictly prohibits retaliation against any individual who, in good faith:

- Reports an actual or suspected violation;
- Cooperates during an investigation;



- Provides evidence or testimony;
- Assists investigators; or
- Participates in disciplinary proceedings.

Retaliation includes, but is not limited to:

- Dismissal or termination;
- Demotion;
- Reduction of benefits;
- Harassment or intimidation;
- Threats or coercion;
- Discrimination;
- Unfair academic treatment;
- Negative performance evaluations motivated by retaliation;
- Social exclusion or victimization, or
- Any other adverse action resulting from a good-faith report.

Any person who engages in retaliation shall be subject to disciplinary action independent of the original complaint.

7. Responsibilities of Whistleblowers

Individuals submitting reports shall:

- a. Act honestly and in good faith.
- b. Provide truthful, complete, and accurate information to the best of their knowledge.
- c. Submit available evidence whenever possible.
- d. Cooperate with authorized investigators.
- e. Maintain confidentiality throughout the investigative process.

Knowingly making false, malicious, fabricated, or misleading allegations constitutes misconduct and may result in disciplinary action.

8. Investigation Procedures

Upon receipt of a complaint, the designated office shall:

1. Record and acknowledge receipt of the report.
2. Conduct an initial assessment of the allegations.
3. Determine whether sufficient basis exists for formal investigation.
4. Refer the matter to the appropriate office or investigating body.
5. Ensure that all parties are afforded due process.
6. Conduct an impartial, objective, and timely investigation.
7. Document findings, recommendations, and supporting evidence.
8. Recommend appropriate corrective, administrative, civil, or criminal actions when warranted.



All investigations shall observe fairness, impartiality, confidentiality, and respect for the rights of both complainants and respondents.

9. Corrective Actions

Where violations are substantiated, the College may implement appropriate corrective measures, including:

- Administrative sanctions;
- Corrective counseling;
- Ethics education or retraining;
- Written reprimand;
- Suspension;
- Restitution of damages;
- Removal from assigned duties;
- Termination of employment or appointment when authorized by law;
- Student disciplinary sanctions;
- Referral to appropriate government agencies; or
- Institution of civil or criminal proceedings where applicable.

Corrective actions shall be proportionate to the seriousness of the violation and consistent with applicable laws, Civil Service Commission rules, Commission on Higher Education regulations, and institutional disciplinary procedures.

10. Institutional Responsibilities

The College shall:

- Maintain effective whistleblowing mechanisms;
- Promote awareness of reporting procedures;
- Conduct ethics education and integrity campaigns;
- Protect whistleblowers acting in good faith;
- Monitor the effectiveness of reporting mechanisms;
- Review complaint trends for institutional improvement;
- Strengthen internal controls to prevent future violations; and
- Foster an organizational culture where ethical concerns may be raised without fear.

The City College of Cagayan de Oro firmly believes that ethical governance depends upon the active participation of every member of the academic community. By encouraging responsible reporting, protecting whistleblowers, ensuring due process, and responding promptly to ethical concerns, the College reinforces its commitment to integrity, accountability, transparency, and responsible public service. This Whistleblowing and Complaint System serves as an essential mechanism for preserving institutional trust, promoting ethical leadership, preventing misconduct, and strengthening the College's culture of honesty and good governance.



XIII. Enforcement, Disciplinary Measures, and Sanctions

The City College of Cagayan de Oro (CCCDO) is committed to ensuring that the provisions of this Written Code of Ethics are implemented fairly, consistently, transparently, and in accordance with applicable laws, institutional policies, and the principles of due process. Compliance with this Code is a shared responsibility of all officials, faculty members, administrative personnel, students, contractual employees, consultants, researchers, volunteers, and other members of the College community.

The College recognizes that ethical governance requires not only the promotion of ethical values but also the consistent enforcement of standards of conduct. Accordingly, any violation of this Code shall be addressed through impartial investigation, appropriate disciplinary action, and corrective measures designed to protect institutional integrity, maintain public trust, and foster accountability.

1. Scope of Enforcement

This Code shall apply to all members of the City College of Cagayan de Oro community, including but not limited to:

- Members of the Board of Trustees and College officials;
- Academic administrators;
- Faculty members;
- Administrative personnel;
- Contractual and job order employees;
- Researchers and extension personnel;
- Student leaders and student organizations;
- Regular students;
- Consultants and technical experts;
- Service providers, suppliers, contractors, and partners performing official functions for the College; and
- Any individual authorized to represent or act on behalf of the College.

Every person covered by this Code shall be accountable for maintaining ethical conduct while performing official duties or participating in College activities.

2. Due Process

No disciplinary action shall be imposed without observance of due process. Every respondent shall be entitled to:

- a. Be informed in writing of the nature and details of the complaint or alleged violation;
- b. Be given a reasonable opportunity to explain, respond, or present evidence in his or her defense;
- c. Be heard before an impartial authority or disciplinary body;
- d. Present witnesses and documentary evidence where appropriate;
- e. Be assisted by counsel or a representative where permitted by applicable laws or institutional rules; and



f. Receive a written decision stating the findings, basis, and sanctions, if any.

All investigations and disciplinary proceedings shall be conducted fairly, objectively, confidentially, and within a reasonable period.

3. Classification of Violations

Violations of this Code may be classified according to their nature, gravity, frequency, intent, and resulting impact on the College.

A. Minor Violations

Minor violations generally involve isolated acts that do not result in significant harm to individuals or the institution and may include:

- Failure to observe institutional procedures;
- Minor breaches of professional courtesy;
- Negligence in administrative responsibilities;
- Improper use of institutional resources without malicious intent;
- Minor violations of information security protocols;
- Failure to comply with reporting or documentation requirements; and
- Other comparable infractions.

B. Major Violations

Major violations include serious misconduct that undermines institutional integrity, public trust, academic excellence, or legal compliance, including but not limited to:

- Academic dishonesty;
- Plagiarism;
- Falsification of official records;
- Fraud or financial irregularities;
- Bribery and corruption;
- Abuse of authority;
- Sexual harassment;
- Workplace harassment;
- Bullying or discrimination;
- Serious breaches of confidentiality;
- Unauthorized disclosure of personal data;
- Theft or destruction of College property;
- Conflict of interest;
- Retaliation against whistleblowers;
- Gross neglect of duty;
- Serious cybersecurity violations;
- Research misconduct;
- Environmental violations;
- Criminal acts committed in connection with official duties; and
- Other acts punishable under applicable laws or institutional regulations.

Repeated minor violations may be treated as major violations when circumstances warrant.



4. Disciplinary Measures

Depending on the seriousness of the offense, frequency of occurrence, intent of the offender, mitigating or aggravating circumstances, and applicable laws, the College may impose one or more of the following disciplinary measures:

For Officials, Faculty Members, Administrative Personnel, and Employees

- Verbal reminder or counseling;
- Written warning;
- Written reprimand;
- Mandatory ethics or professional development training;
- Corrective action plan;
- Suspension from duties;
- Withholding of privileges where authorized;
- Reassignment or transfer;
- Administrative sanctions in accordance with Civil Service Commission rules;
- Termination or dismissal from service when authorized by law;
- Restitution for damages where appropriate; and
- Referral to appropriate government agencies for civil, administrative, or criminal proceedings.

For Students

Student disciplinary actions shall be implemented in accordance with the Student Handbook, institutional policies, and due process requirements and may include:

- Guidance intervention;
- Written warning;
- Community service;
- Mandatory counseling;
- Educational or ethics enhancement programs;
- Disciplinary probation;
- Suspension;
- Non-academic sanctions;
- Expulsion where authorized by institutional rules; and
- Other sanctions consistent with College policies.

For Contractors, Consultants, and External Partners

The College may impose appropriate contractual remedies including:

- Written notice of violation;
- Corrective action requirements;
- Suspension of contractual privileges;
- Contract termination;
- Blacklisting consistent with procurement laws;
- Recovery of damages where applicable; and
- Referral to regulatory or law enforcement agencies.



5. Determination of Appropriate Sanctions

In determining the appropriate disciplinary action, the College shall consider:

- Nature and seriousness of the violation;
- Intent or degree of negligence;
- Actual or potential harm caused;
- Previous disciplinary history;
- Position of responsibility held by the offender;
- Cooperation during the investigation;
- Admission of responsibility;
- Corrective actions voluntarily undertaken;
- Mitigating and aggravating circumstances; and
- Applicable laws, rules, and institutional policies.

Disciplinary measures shall always be proportionate, fair, reasonable, and consistent with the principles of justice and accountability.

6. Referral to Appropriate Authorities

Where violations involve possible criminal, civil, or administrative liability, the College may refer the matter to the appropriate government agencies, including but not limited to:

- Civil Service Commission (CSC);
- Commission on Higher Education (CHED);
- National Privacy Commission (NPC);
- Office of the Ombudsman;
- Commission on Audit (COA);
- Department of Justice (DOJ);
- Philippine National Police (PNP);
- National Bureau of Investigation (NBI); or
- Other competent government authorities.

Institutional disciplinary proceedings may proceed independently of any external investigation unless otherwise provided by law.

7. Appeals

Any individual who is the subject of disciplinary action may file an appeal in accordance with institutional grievance procedures and applicable laws.

Appeals shall be reviewed by the appropriate authority designated by the College. Pending appeal, sanctions shall be implemented in accordance with institutional rules unless otherwise ordered by the authorized reviewing body.

8. Corrective and Preventive Measures

Beyond disciplinary sanctions, the College shall implement measures that strengthen ethical governance and prevent future violations, including:



- Ethics education and values formation programs;
- Professional development and capacity-building activities;
- Policy reviews and procedural improvements;
- Enhanced internal controls;
- Institutional risk assessments;
- Continuous monitoring and compliance audits;
- Leadership development initiatives;
- Awareness campaigns on ethics, integrity, and accountability; and
- Periodic evaluation of institutional governance systems.

The objective of disciplinary action is not merely punitive but also corrective, educational, and preventive, fostering continuous improvement throughout the institution.

9. Institutional Commitment

The City College of Cagayan de Oro shall administer disciplinary processes with fairness, impartiality, consistency, confidentiality, and respect for human dignity. No individual shall be subjected to arbitrary disciplinary action, discrimination, harassment, or retaliation during the enforcement process.

The College affirms that ethical accountability is fundamental to institutional excellence. Through the consistent enforcement of this Written Code of Ethics, CCCDO strengthens public trust, promotes responsible leadership, safeguards academic integrity, protects the rights of all stakeholders, and reinforces its commitment to transparency, good governance, professionalism, and public service. Every member of the College community shares the responsibility of upholding these ethical standards and contributing to an institutional culture founded on integrity, respect, accountability, and excellence.

XIV. Implementation, Monitoring, Review, and Continuous Improvement

The City College of Cagayan de Oro (CCCDO) recognizes that an effective Code of Ethics is not merely a written document but a living institutional framework that guides decision-making, promotes ethical behavior, strengthens accountability, and fosters a culture of integrity throughout the academic community. Accordingly, the College shall ensure the effective implementation, regular monitoring, periodic review, and continuous improvement of this Written Code of Ethics to maintain its relevance, responsiveness, and alignment with evolving legal requirements, institutional priorities, and international best practices in higher education governance.

The implementation of this Code shall be integrated into the College's governance systems, administrative processes, academic operations, human resource management, student development programs, research activities, extension services, and community engagement initiatives. Every office, unit, department, employee, and student organization shall contribute to the effective implementation of this Code by incorporating ethical principles into daily operations and institutional decision-making.

1. Institutional Responsibility

The successful implementation of this Written Code of Ethics shall be a shared responsibility of the entire College community.

Overall supervision shall be exercised by the Office of the College President, with support from the Vice Presidents, Deans, Directors, Office Heads, Human Resource Management Office, Student Affairs and



Services Office, Technology, Information, and Digital Management Center (TIDMC), Data Privacy Officer, Internal Audit Unit, Quality Assurance Office, and other concerned administrative and academic offices.

Each office shall ensure that ethical standards are incorporated into its policies, operational procedures, programs, and day-to-day activities.

Department heads, supervisors, faculty members, and student leaders shall serve as ethical role models by demonstrating integrity, professionalism, accountability, fairness, and responsible leadership in the performance of their respective functions.

2. Ethics Committee

To strengthen institutional oversight, the College may establish or designate an Ethics Committee composed of representatives from the administration, academic units, Human Resource Management Office, Legal Office (when applicable), Student Affairs and Services Office, Quality Assurance Office, Internal Audit Unit, Data Privacy Office, and other relevant offices.

The Ethics Committee shall perform the following functions:

- Promote awareness and understanding of this Written Code of Ethics;
- Recommend policies that strengthen institutional integrity;
- Monitor institutional compliance with ethical standards;
- Receive referrals involving ethical concerns when appropriate;
- Guide on ethical issues and conflict resolution;
- Recommend improvements to ethics-related policies and procedures;
- Assist in ethics education and institutional values formation; and
- Prepare periodic reports on ethics-related initiatives and institutional compliance.

The Committee shall function in accordance with applicable laws, institutional policies, and the principles of confidentiality, impartiality, fairness, and due process.

3. Communication and Dissemination

The College shall ensure that this Written Code of Ethics is properly disseminated to all members of the College community.

Copies of the Code shall be made available through appropriate institutional platforms, including:

- Employee orientation programs;
- Student orientation and onboarding activities;
- Faculty development programs;
- Administrative personnel training;
- Official College website;
- Employee and Student Handbooks;
- Institutional policy manuals;
- Learning Management Systems (LMS);
- Internal communication platforms; and
- Other official information channels.



Every employee and student shall be encouraged to familiarize themselves with the provisions of this Code and understand their respective ethical responsibilities.

4. Ethics Education and Capacity Development

The College shall promote continuous ethics education through seminars, workshops, orientation programs, leadership development activities, faculty development initiatives, employee capability-building programs, student values formation activities, and institutional awareness campaigns.

Training programs may include, but shall not be limited to:

- Professional ethics;
- Public service ethics;
- Academic integrity;
- Responsible research conduct;
- Anti-corruption and integrity;
- Conflict of interest management;
- Data privacy and information security;
- Cybersecurity awareness;
- Gender sensitivity and inclusivity;
- Environmental ethics and sustainability;
- Responsible use of information technology;
- Workplace professionalism, and
- Good governance principles.

The College recognizes that ethical competence is strengthened through continuous education, reflection, and professional development.

5. Monitoring and Compliance

The implementation of this Code shall be regularly monitored to determine the level of institutional compliance and identify opportunities for improvement.

Monitoring activities may include:

- Internal compliance assessments;
- Ethics and integrity surveys;
- Employee and student feedback mechanisms;
- Internal audits;
- Management reviews;
- Policy compliance evaluations;
- Data privacy compliance monitoring;
- Risk assessments;
- Environmental, social, and governance (ESG) reviews;
- Institutional performance evaluations; and
- Other monitoring mechanisms established by the College.

Results of these activities shall be utilized to improve institutional governance, strengthen ethical practices, and address emerging organizational risks.



6. Documentation and Reporting

Each office shall maintain appropriate documentation demonstrating compliance with this Code, including records of:

- Ethics orientation programs;
- Training activities;
- Attendance records;
- Compliance certifications;
- Ethics-related reports;
- Complaints and resolutions;
- Investigations and disciplinary actions, subject to confidentiality requirements;
- Policy reviews;
- Corrective and preventive actions; and
- Continuous improvement initiatives.

Periodic institutional reports may be prepared to assist management in evaluating the effectiveness of ethics programs and governance systems.

7. Periodic Review

This Written Code of Ethics shall undergo a comprehensive review at least once every three (3) years, or earlier whenever necessary due to:

- Amendments to applicable laws or regulations;
- New policies issued by the Commission on Higher Education (CHED), Civil Service Commission (CSC), National Privacy Commission (NPC), or other government agencies;
- Institutional restructuring;
- Emerging ethical issues;
- Technological developments;
- Organizational risk assessments;
- Results of compliance monitoring; or
- Recommendations from stakeholders.

The review process shall involve consultation with relevant internal and external stakeholders to ensure that the Code remains practical, responsive, and consistent with evolving institutional needs.

8. Continuous Improvement

The College adopts the principle of continuous improvement in strengthening ethical governance.

Recommendations arising from audits, investigations, ethics reviews, stakeholder consultations, benchmarking activities, accreditation processes, quality assurance assessments, and institutional evaluations shall be considered in updating policies, strengthening internal controls, improving ethics education programs, and enhancing governance systems.

The College encourages innovation, collaboration, and stakeholder participation in identifying opportunities that promote integrity, accountability, transparency, professionalism, and responsible leadership.



Lessons learned from institutional experiences shall be integrated into future planning to ensure that ethical governance remains dynamic, responsive, and sustainable.

9. Institutional Commitment

The City College of Cagayan de Oro affirms that ethical governance is fundamental to academic excellence, public accountability, responsible leadership, and institutional sustainability. Every member of the College community shares the responsibility of promoting ethical conduct, protecting the rights and dignity of others, safeguarding institutional resources, and contributing to a culture founded on honesty, fairness, professionalism, respect, transparency, and service to the public.

Through the effective implementation, regular monitoring, periodic review, and continuous improvement of this Written Code of Ethics, the College strengthens its commitment to good governance, quality education, responsible public service, and sustainable institutional development. This commitment supports the realization of the College's Vision, Mission, Goals, and Objectives while advancing national development priorities and contributing to the achievement of the United Nations Sustainable Development Goals, particularly SDG 4 (Quality Education), SDG 8 (Decent Work and Economic Growth), SDG 12 (Responsible Consumption and Production), SDG 16 (Peace, Justice, and Strong Institutions), and SDG 17 (Partnerships for the Goals).

XV. Effectivity Clause

This Written Code of Ethics shall take effect immediately upon its approval by the appropriate governing authority of the City College of Cagayan de Oro and shall remain in force until amended, revised, or repealed in accordance with applicable laws, Commission on Higher Education (CHED) policies, Civil Service Commission (CSC) regulations, and institutional procedures.

All existing policies, manuals, guidelines, and administrative issuances inconsistent with the provisions of this Code shall be reviewed and harmonized accordingly. Nothing in this Code shall be interpreted to diminish or supersede rights, obligations, or responsibilities established under the Constitution of the Republic of the Philippines, national laws, government regulations, collective agreements, or other institutional policies.

Every official, faculty member, administrative employee, student, consultant, contractor, researcher, volunteer, and partner of the College is expected to uphold and faithfully observe the principles embodied in this Code. Through collective commitment to ethical leadership, professional excellence, accountability, transparency, and responsible public service, the City College of Cagayan de Oro reaffirms its dedication to building an academic community distinguished by integrity, innovation, inclusivity, and sustainable development.

APPROVED.

JESTONI P. BABIA
College President

June 2026



Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Office of the Vice President for Administration and Finance
Human Resource and Management Division



File:
City Legal Office
City Human Resource Management Office
HR Unit-CCEDO

- CSC MC 13 s. 2021
- CSC MC 13 s. 2021
- CSC Resolution No. 95-2125, March 21, 1995
- Civil Service Commission vs. Ledesma (G.R. No. 154521, September 30, 2005)
- Villaviza, Dinnah C., et al., CSC Resolution No. 06-2177 dated December 5, 2006
- Civil Service Commission vs. Jessie V. Rabang (G.R. No. 167763, March 14, 2008)
- Office of the Ombudsman vs. Samson de Leon (G.R. No. 154083, February 27, 2013)
- Article 171, Revised Penal Code
- Section 59, Book V of Executive Order No. 292 (Administrative Code of 1987) & Section 179, LGC
- Articles 210-211, Revised Penal Code
- Article 217, Revised Penal Code
- RA 6713, RA 3019
- RA 6713, RA 3019
- EODB, ARTA
- RA 6713, CSC MC 15 s. 2010
- Section 7(b), RA 6713, RA 3019
- RA 6713, RA 3019