

#### IV. HOW TO BE AN EFFECTIVE CPU

1. Install CPU signboard at CPU headquarters for easy guidance of the public.
2. Install CPU complaint and suggestion boxes in conspicuous places or in CPU Public Assistance Centers.
3. Install CPU Public Assistance Centers in local government units of the CPU area of operation.
4. Act as resource person in corruption prevention symposia and seminars and guest panelist in anti-corruption campaign programs in local radio and television.
5. Designate a CPU action officer who will act as the liaison officer with the OMB and other government agencies after undergoing a One-Day Training Seminar undertaken by the OMB.
6. Establish coordinative linkages with local Resident Ombudsmen in different government agencies.
7. Distribute OMB and CPU hotline numbers and graft prevention posters.

#### V. CPU DO'S AND DONT'S

1. Gather information and data through covert investigation, use of informer, photographs and through letter-request for production of public documents.
2. Do not conduct open or public investigation, hearing or issue subpoena or summons.
5. Don't misuse the name of the Office of the Ombudsman in your headquarters, billboards, letterhead, communications, ID, badges, logo, etc. instead use the word Ombudsman Corruption Prevention Unit.
4. No partisanship.
5. Do not use the name of the Office of the Ombudsman for membership, recruitment, solicitation, contribution or donation purposes.
6. Don't use CPU ID as your ticket for traffic violation or to disregard existing laws, rules and regulations.
7. Conduct seminar on graft prevention and moral values (resource persons and seminar materials will be provided for free by the Office of the Ombudsman).
8. Use the following legal basis in your letter requesting for assistance and production of public documents from government agencies:

■ All public officials and employees shall, within 15 working days from receipt thereof, respond to letters, telegrams and other forms of communications sent by the public. The reply must contain the action taken on the request. (Section 5(a), RA 6713 otherwise known as the *“Code of Conduct and Ethical Standards for Public Officials and Employees”*)

■ All heads of offices and agencies of the government shall within 45 working days from the end of the year render a performance report of the agency concerned. Such report shall be open and available to the public within regular office hours. (Section 5(b), RA 6713)

■ All official papers and documents must be processed and completed within a reasonable time from the preparation thereof. (Section 5(c), RA 6713)

■ All officials and employees must attend to anyone who wants to avail himself of the services of their offices and must at all times act promptly and expeditiously. (Section 5(d), RA 6713)

■ All public documents must be made accessible to and readily available for inspection by the public within reasonable working hours. (Section 5(e), RA 6713)

■ **PENALTIES** - The penalties for committing any violation of the abovementioned rules and regulations shall be a fine of not exceeding 6 months salary or suspension up to one year or removal from the service.

**For more information about the Corruption Prevention Units Program, please write or call the:**

**Community Coordination Bureau  
Office of the Ombudsman  
GF Ombudsman Bldg., Diliman, Quezon City  
Tel. No.: 528-1472 Telfax: 528-1469**

**Office of the Deputy Ombudsman for Luzon  
3/f, Ombudsman Bldg., Agham Rd., Diliman, Quezon City  
Tel. Nos. 528-1470 527-0245 5281456**

**Office of the Deputy Ombudsman for the Visayas  
Cebu Palace of Justice, Capitol Site, Cebu City  
Tel.No. (032) 255-0977 Fax: (032)253-0981**

**Office of the Deputy Ombudsman for Mindanao  
4/f, H&C Bldg., Alvarez St., Sta Ana, Davao City  
Tel.No. (082) 221-3431 to 33; Fax: (082) 221-3938**



# THE CORRUPTION PREVENTION UNIT (CPU) PROGRAM



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Community Coordination Bureau  
Public Assistance & Corruption Prevention Office

## What is a CPU?

**Corruption Prevention Unit** is a Non-Governmental Organization (NGO) or religious, civic, urban poor and people's organization (PO) accredited by the Office of the Ombudsman to promote its objectives in the fight against graft and corruption.

### I. OBJECTIVES

1. To raise public awareness on the evils of corruption and the means of fighting the same.
2. To act as "eyes and ears" of the OMB and establish CPU public assistance centers in the community.
3. To ensure and broaden citizen community-based participation in the drive against corruption and inefficiency in the government.

### II. ACCREDITATION GUIDELINES

#### A. Who may be accredited?

1. Any Non-Governmental Organization of good standing;
2. Religious, civic, urban-poor, community-based organizations and people's organizations.

#### B. Where to file?

File an accomplished petition for accreditation (CCB-CPU-Form A) with the following OMB Offices:

#### NCR - Luzon

Community Coordination Bureau  
Office of the Ombudsman  
GF Ombudsman Bldg., Agham Rd., Diliman, Quezon City  
Tel. Nos.: 926-8781 telefax 926-8780

#### Visayas

Office of the Deputy Ombudsman for the Visayas  
Cebu Palace of Justice, Capitol Site, Cebu City  
Tel. No. (032) 253-8609

#### Mindanao

Office of the Deputy Ombudsman for Mindanao  
Alvarez St. corner Ramon Magsaysay Ave., Davao City  
Tel. No. (082) 221-3431

#### C. Documentary Requirements

1. Accomplished Petition for Accreditation (CCB-CPU-Form A);
2. Constitution and By-Laws;
3. SEC Registration;
4. A letter of recommendation from an existing CPU in your area;
5. List of Officials/Board of Directors/Trustees with addresses and telephone numbers;
6. Board Resolution signifying intention to be accredited as CPU.

#### D. Evaluation/Approval

■ All petitions for accreditation shall be approved by the Ombudsman through the Community Coordination Bureau (CCB). Petitions filed before the OMB Sectoral Offices shall be evaluated by the concerned offices and reviewed by the Community Coordination Bureau and approved by the Ombudsman.

#### E. Issuance of Certificate of Accreditation

■ Upon approval of said petition for accreditation, a corresponding certificate of accreditation signed by the Honorable Ombudsman shall be issued to the petitioner. Said accreditation shall be valid for two years subject to renewal.

#### F. Renewal of Accreditation

■ The accreditation of a CPU may be renewed by filing a petition for re-accreditation (CCB-CPU-Form D) one month prior to the expiration date of its accreditation.

■ The following documents should be submitted for evaluation to the appropriate OMB Offices:

1. very satisfactory accomplishment report for the past two years;

2. NBI Clearance of the CPU Head and CPU Action Officer of the organization;
3. CPU Plans of Action for the next two years.

#### G. Revocation of Accreditation

■ Upon a verified report or at the instance of the OMB, the accreditation of a CPU may be revoked after due notice for any of the following grounds:

1. Misrepresentation made in the petition for accreditation filed at the Office of the Ombudsman;
2. Violation of the CPU Manual and Accreditation Guidelines.

### III. DUTIES AND FUNCTIONS

1. To promote the objectives of the Office of the Ombudsman;
2. To assist concerned citizens on their request for assistance and/or complaints by reporting anomalous and corrupt activities of government agencies;
3. To file the necessary complaint or request for assistance in behalf of the concerned citizen before the OMB;
4. To closely monitor the implementation of programs or projects of an agency in the area and remind the agency concerned of their stated timetable;
5. To assist the OMB in data gathering and research study pertinent to graft and corruption prevention that could be obtained in the area;
6. To conduct symposia, seminars, workshops or conferences among citizens in the area inculcating the moral values of honesty and efficiency in government service as well as educating the public on the legal, technical, social and economic ramifications of graft and corruption;
7. To conduct its own campaigns/projects promoting honesty and efficiency in government service as well as on the part of the transacting public;
8. To report and make commendation of worthy deeds of government agency/personnel in the discharge of its/his official service;
9. To submit monthly accomplishment report to OMB;
10. To perform such other functions as may be assigned by OMB.