



MEMORANDUM FROM THE SECRETARY

TO : ALL OFFICIALS AND EMPLOYEES
Department Proper, Bureaus and Regional Offices
PENROs and CENROs

SUBJECT : **GUIDELINES IN WEARING OFFICE UNIFORMS FOR
CY 2004**

DATE : **JAN 28 2004**

The office uniform is prescribed to instill cohesiveness and discipline in the bureaucracy and to augment the clothing needs of employees. In line with the provisions of R.A. No. 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees, and pursuant to the provisions of CSC Memorandum Circular No. 19, Series of 2000 and CSC Resolution No. 002515 dated October 31, 2000, the following rules and regulations on the wearing of office uniforms are hereby adopted.

COVERAGE

Pursuant to the Annual General Appropriations Act, Uniform and Clothing Allowance shall be given to all employees who are employed on a permanent capacity. Also, employees on contractual or emergency basis whose services have been renewed for CY 2004 who were in the service as of December 31, 2003, shall receive the allowance provided he/she serves the agency for another six (6) months from the day he/she receives the allowance.

EFFECTIVITY

The uniforms for CY 2003 shall continue to be worn in CY 2004. The following schedule shall continue to be observed in the wearing of the office uniforms:

LADIES:

Mondays - Pink blouse with gray slacks/skirt
Tuesdays - Green uniform
Wednesdays - Blue uniform
Thursdays - Brown uniform
Fridays - Non-uniform day. The Dress Code must however be strictly observed.

Ladies have a choice of either slacks or knee-length skirts.

GENTLEMEN:

Mondays - White *polo barong*
Tuesdays - Green *polo barong*
Wednesdays - Blue *polo barong*
Thursdays - Brown *polo barong*
Fridays - Non-uniform day

Males may wear *jusi barong*, or shirt and tie as alternative to the above *polo barong*. Male Division Chiefs as contrasted to rank-and-file employees are encouraged to wear long-sleeved *barong*, or shirt and tie.

Let's Go Green

MAINTENANCE PERSONNEL:

- Mondays - White T-shirt with DENR logo
- Tuesdays - Green T-shirt with DENR logo
- Wednesdays - Blue T-shirt with DENR logo
- Thursdays - Brown T-shirt with DENR logo
- Fridays - Non-uniform day

Field personnel such as Forest Rangers, Land Investigators and the like – Same uniform with maintenance personnel plus bush jacket with DENR logo when on field

EXEMPTIONS

The following employees will receive their Uniform and Clothing Allowance for CY 2004 but will be exempted from wearing the prescribed uniform:

1. Doctors, nurses, laboratory and medical technicians who are expected to wear their usual professional white uniform
2. Presidential appointees including those occupying OIC positions
3. Those who are in mourning, but they shall wear black or white or a combination thereof. Blue maong is not allowed.
4. Ladies who are on the family way
5. Office personnel who are doing field work
6. Employees attending meetings, seminars and workshops

FUNDING SOURCE

The General Appropriations Act for CY 2004 provides for the granting of Uniform and Clothing Allowance for employees in the amount of Four Thousand Pesos (P4,000). In case of deficiency or in the absence of appropriation for the purpose, the requirements may be charged against the savings in the appropriations of each office.

SOURCING OF MATERIALS

For economy and proper fitness, personnel may purchase new clothing materials for the uniforms from the different suppliers through their respective offices and have them sewn by the dressmaker of their choice provided that the materials, colors and designs must conform with the prescribed uniforms. Attached are the copies of the designs.

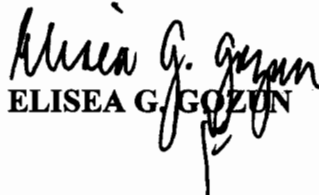
SANCTIONS

The respective Uniform Coordinators, Personnel Division/Section and the employee unions shall jointly be responsible for the strict compliance hereof. After verbal warnings by the Uniform Coordinator and after validation by the Personnel Division/Section and the DENREU through its President, the following penalties for violation of reasonable office rules and regulations as per CSC Resolution No. 991936 shall be imposed:

- 1st offense - Reprimand
- 2nd offense - Suspension from one (1) to thirty (30) days
- 3rd offense - Dismissal from the service

Uniform Coordinators are required to submit a weekly report of non-complying employees (with their corresponding reasons) in their respective offices to the Personnel Division/Section for proper administration of sanctions. Coordinators who diligently comply with this directive will be given additional points in the factors of "Cooperativeness" and "Dependability" in their Performance Evaluation System and possible recognition by the Program on Awards and Incentives for Service Excellence. On the other hand, appropriate sanctions will be given to those who are remiss in the performance of their duty as Uniform Coordinator.

For guidance and strict compliance.


ELISEA G. GOZUN

Enclosed: As stated

Uni-C