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Department of Environment and Natural Resources
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quarry*

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 2005**

DATE : FEB 15 2005

The office uniform is prescribed to instill unity of purpose and discipline in the department 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 the office uniforms are hereby adopted.

I. COVERAGE

Pursuant to the Annual General Appropriations Act, Uniform and Clothing Allowance shall be given to all employees on a permanent capacity. Also, employees on contractual or emergency basis whose services have been renewed for CY 2005 who were in the service as of December 31, 2004, shall receive the allowance provided he/she serves the agency for another six (6) months from the day he/she receives the allowance.

II. EFFECTIVITY

The uniforms for CY 2004 shall continue to be worn in February and March 2005. However, effective 04 April 2005, the new sets of uniform shall be worn. The Design and colors of the new set of uniforms as recommended by the Uniform Committee shall be forwarded to the Bureaus and Regions not later than February 15, 2005.

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III. EXEMPTIONS

The following employees will receive their Uniform and Clothing Allowance for CY 2005 but will be exempted from wearing the prescribed uniform:

1. presidential appointees including those occupying OIC positions;
2. those who are in mourning, but they shall wear black or white or a combination thereof. Blue *maong* is not allowed; and
3. ladies who are on the family way.

Office personnel who are doing field work and employees attending meetings, seminars and workshops may not wear the prescribed uniforms during these activities.

IV. FUNDING SOURCE

The Annual General Appropriations Act provides for the granting of Uniform and Clothing Allowance for employees in the amount of Four Thousand Pesos (P4,000.00). 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.

V. 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 or cooperative and have them sewn by the dressmaker of their choice provided that the materials, colors and designs must conform with the prescribed uniforms.

VI. SANCTIONS

The respective Uniform Coordinators, Personnel Division/Section and 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 Employees Union through its President, the following penalties for violation of reasonable office rules and regulations as per CSC Resolution No. 99-1936 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.


MICHAEL T. DEFENSOR

