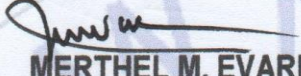


**UNNUMBERED MEMORANDUM**

TO : District Supervisor,  
Elementary and Secondary School Principals, Head Teachers,  
Casual Employees and Job Orders funded by the City Government

FROM :   
**MERTHEL M. EVARDOME**  
Acting Asst. Schools Division Superintendent  
OIC, Office of the SDS

SUBJECT : **POLICY ON WEARING OF UNIFORMS**

DATE : January 21, 2015

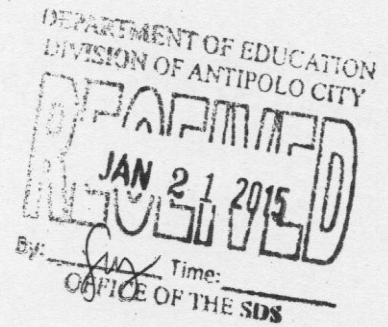
Attached is the Administrative Order No. 2015-001 from the Office of the City Mayor RE: Policy on Wearing of Uniforms, which is self-explanatory, for your information, dissemination and compliance.

UM - 38, s. 2015

@fbv-abj.2015



Republic of the Philippines  
Province of Rizal  
City Government of Antipolo  
**OFFICE OF THE CITY MAYOR**



**ADMINISTRATIVE ORDER NO. 2015-001**

**TO : ALL ELECTED OFFICIALS, DEPARTMENT/PROGRAM HEADS,  
OFFICERS-IN-CHARGE, REGULAR AND CASUAL EMPLOYEES,  
AND JOB ORDERS**

**SUBJECT : POLICY ON WEARING OF UNIFORMS**

**DATE : JANUARY 5, 2015**

To give us a neat, presentable and professional appearance that demonstrates our professional attitude towards work, the following guidelines regarding wearing of office uniforms are hereby issued for implementation.

1. All employees of the City Government are required to follow the color schemes below:

DAY	MALE	FEMALE
Monday	White polo jacket and black slacks	White polo jacket and black slacks
Tuesday	Pink polo jacket and black slacks	Pink polo jacket and black slacks
Wednesday	White polo shirt and any dark slacks/pants	White polo shirt and any dark slacks/pants
Thursday	Two-tone blue polo shirt and any dark slacks/pants	Two-tone blue polo shirt and any dark slacks/pants
Friday	Office attire or polo shirt and jeans.	Office attire or polo shirt and pants.
Legal Basis	Observance of the Dress Code prescribed by the Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 14 and 25, series of 1991, shall be strictly observed. Walking shorts, pedal pushers, leggings, tights, jogging pants and t-shirts are prohibited. Wearing of sandals, slippers, bakya, and the like is also not allowed. The use of costume jewelry, flashy bangles, and similar accessories the use of tighfitting, seductive, micro-mini and gauzy/transparent dresses by female employees shall be likewise prohibited.	

2. The following employees are exempted from wearing of office uniforms:

- 2.1 Elected Officials;

- 2.2 Lawyers whenever appearing before regular courts and other government agencies exercising quasi-judicial functions;
- 2.3 Those on official business outside the office;
- 2.4 Those who are in mourning;
- 2.5 Pregnant women;
- 2.6 Those who are issued with other sets of uniform as needed by their profession (i.e. Doctors, Nurses, OPSS Personnel, CDRRMO Personnel, Street Sweepers, Mechanics, and the like); and
- 2.7 During Celebrations of Religious Activities.

### 3. Job Orders

- 3.1 Job Orders assigned at the different departments/offices performing clerical and janitorial services are encouraged to follow the color scheme prescribed to employees; and
- 3.2 Those assigned at offices mentioned at Section 2.6 are requested to follow the prescribed uniform of their profession/field of work.

### 4. Violation, Enforcement and Penalties

- 4.1 The following shall constitute an offense:

The non-wearing of proper office uniforms whether partial or complete for ten (10) times in a month for two (2) months in a semester or for two (2) consecutive months in a year shall constitute an offense.

- 4.2 For the effective implementation of these guidelines, the following monitoring procedure shall be adopted:

4.2.1 The OPSS on duty together with the members of the AdHoc Committee on Uniform and the head of each department/office and designated administrative officer shall be directly responsible for the implementation of this Order.

4.2.2 Daily report of any violation hereof shall be submitted to CHRMO by listing the names of the employees on Report of Employees not wearing Proper Office Uniform (copy attached).

4.2.3 CHRMO shall keep a separate record of the number of times an employee failed to wear the proper office uniform for appropriate action as warranted.

5. Penalties

The non-wearing of proper office uniform shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as follows:

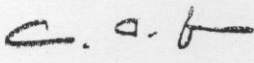
- 1<sup>st</sup> offense - Written reprimand
- 2<sup>nd</sup> offense - Suspension for 30 days without pay
- 3<sup>rd</sup> offense - Demotion
- 4<sup>th</sup> offense - Dismissal from Service

6. Resolution of Issues. In the event questions or issues are raised in connection with the wearing of uniforms, said matters shall be resolved by the AdHoc Committee on Uniform whose decision is recommendatory to the Head of Agency.

7. All department orders and other issuances or parts thereof inconsistent with this Administrative Order are hereby modified, amended or superseded accordingly.

8. These guidelines shall take effect immediately.

For strict implementation.

  
CASIMIRO A. YNARES III, M.D.  
City Mayor

DALB/hst  
HR-2015-001