MEMORANDUM

TO : ALL CONCERNED EMPLOYEES

RE : MONETIZATION OF CLOTHING ALLOWANCE AND EXEMPTION FROM WEARING OFFICE UNIFORMS

DATE : 25 October 1996


Paragraph 7 of the said Administrative Order provides for the Monetization of the uniform allowance in the following cases:

1. If the employee is retiring/resigning from the service or transferring to another government agency on or before January 1997, he/she shall be given the cash equivalent of the 1996 uniform allowance;

2. If the employee is retiring/resigning from the service or transferring to another government agency on any month from February to the second quarter of 1997, he/she shall receive the cash equivalent of the 1997 uniform allowance;

3. If the employee is on official/foreign scholarship grant for one year or more; or

4. If the employee has other reasons which may be considered valid and reasonable, as the case may be.

Moreover, Paragraph 8 of the aforesaid AO states that:

"Temporarily exempted from wearing the prescribed uniforms are employees who are pregnant and in mourning (those who observe the traditional wearing of black or the combination of black and white.

These employees shall resume wearing of uniforms upon return from their maternity leave and or after the babang luksa".
Those who fail to comply with the directive on the wearing of the prescribed uniforms shall be meted administrative and disciplinary action which shall be penalized in accordance with the existing rules and regulations (Administrative Discipline, CSC Omnibus Law and Rules).

For information and guidance.

DANilo M. CORONACION
Deputy Administrator
Management Services

ob/hrdd