MEMORANDUM ORDER NO. 03
Series of 2000

SUBJECT: Wearing of Office Uniforms

All POEA officials and employees are hereby required to wear the office uniform from Monday to Thursday effective June 5, 2000. However, employees are enjoined to continue wearing Filipiniana attire every Monday.

Pregnant employees are exempted from wearing the prescribed uniform. Employees who are in mourning are likewise exempted from wearing the uniform for a period not exceeding one year.

Fridays shall be considered as free day. However, everyone is reminded to strictly observe the dress code prescribed by the Civil Service Commission pursuant to Memorandum Circular No. 14, s. 1991, as follows:

1. On days when employees are exempted from wearing the office uniform, they must be dressed appropriately; preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work.

2. The use of tightfitting, seductive, micro-mini and gauzy/transparent dresses by female employees is prohibited.

3. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants are likewise prohibited. However, pantaloons or such other pants worn for formal occasions are allowed.

4. The use of too much costume jewelry, flashy bangles and similar accessories is likewise prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.

[Signature]
5. Wearing of heavy or theatrical make-up is likewise prohibited.

6. The wearing of slippers, sandals, bakya, etc., in office premises is banned. Only appropriate footwear shall be allowed.

7. It is likewise considered taboo to use curlers, turbans and bandannas during office hours and within the office premises. However, employees wearing turbans and/or bandannas as a result of surgery and/or for medical reasons are exempted from the said provision.

Please be reminded that pursuant to Rule XIV of the Omnibus Rules Implementing Book V of Executive Order No. 292, violation of the CSC Memorandum Circular No. 14, s. 1991 (DRESS CODE) shall have the following penalties:

1\textsuperscript{st} offense - Reprimand
2\textsuperscript{nd} offense - Suspension for one (1) to thirty (30) days
3\textsuperscript{rd} offense - Dismissal

For strict compliance.

REYNALDO A. REGALADO
Administrator

24 May 2000