MEMORANDUM ORDER NO. 01
Series of 2007

PRESCRIBED UNIFORM FOR ALL POEA EMPLOYEES

In the interest of the service and pursuant to DOLE Administrative Order No. 19, series of 2007, and Section 49 of the 2005 General Appropriations Act (GAA), a uniform and clothing allowance of not more than FOUR THOUSAND PESOS (P4,000.00) each per annum shall be granted to POEA officials and employees.

For Calendar Year 2007, the uniform and clothing allowance of P4,000.00 shall be given in cash to POEA officials and employees for them to procure the prescribed uniform.

I. COVERAGE

The following are entitled to the uniform and clothing allowance:

1. All officials and employees holding regular plantilla positions as well as temporary and casual employees with at least six (6) months of service in the POEA as of January 1, 2007;

2. An official or employee, who assumed office after the issuance of these guidelines, may still avail of the uniform and clothing allowance after six (6) months of his/her assumption to duty;

3. Officials and employees who are on leave of absence with pay;

4. Transferees from other government offices are likewise entitled to the said allowance upon presentation of a certification that they did not receive a similar allowance from their previous office;

5. Retirees, transferees and those separated from the service who have rendered at least six (6) months of service in the POEA for the year 2007; and,

6. Officials and employees who are on scholarship/study leave.
II. EXCLUSION FROM THE GRANT OF ALLOWANCE

The following are not be entitled to the uniform and clothing allowance:

1. Officials and employees who are on leave without pay for more than six (6) consecutive months for the year 2007;

2. Officials/employees designated as Labor Attaches as they are entitled to a separate clothing allowance; and,

3. Those who are under suspension without pay or those who have been fined until such time that they have fully served their suspension or fine. If the suspension extends beyond 2007, there shall be no entitlement to the allowance.

III. PRESCRIBED UNIFORM

All officials and employees shall wear the prescribed uniform in accordance with the following schedule:

<table>
<thead>
<tr>
<th>MALE</th>
<th>FEMALE</th>
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<tbody>
<tr>
<td>Monday Blue Barong or Polo Shirt Black Pants</td>
<td>Pink Blouse (any design) Black Skirt/Pants</td>
</tr>
<tr>
<td>Tuesday Green Barong or Polo Shirt Black Pants</td>
<td>Yellow Blouse (any design) Black Skirt/Pants</td>
</tr>
<tr>
<td>Wednesday White Barong or Polo Shirt Black Pants</td>
<td>Violet Blouse (any design) Black Skirt/Pants</td>
</tr>
<tr>
<td>Thursday Flesh Barong or Polo Shirt Black Pants</td>
<td>Peach Blouse (any design) Black Skirt/Pants</td>
</tr>
<tr>
<td>Friday W a s h D a y</td>
<td></td>
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</tbody>
</table>

As part of our dress code, all officials and employees shall likewise observe a corporate image. Thus, for female employees, the wearing of sleeveless, tight-fitting clothes and t-shirts are prohibited. For male employees, the wearing of t-shirts without collar shall not be allowed. Maong pants are likewise not allowed except during wash day and for those who are involved in doing maintenance works.

The wearing of the POEA Identification Card (ID) shall be required as part of the POEA uniform.
IV. TEMPORARILY EXEMPTED FROM WEARING OF THE UNIFORM

1. Officials and employees who are on scholarship/study leave;
2. Pregnant female employees;
3. Employees who are in mourning;
4. Employees who are victims of fire or other natural calamities.

V. MONITORING

Heads of Offices/Branches and Division Chiefs are responsible for monitoring the implementation of these guidelines and are required to submit to the Human Resource Development Division (HRDD) a written report of any violation committed and the recommended action thereon.

VI. PENALTY IN CASE OF VIOLATION

In accordance with CSC Rules, the following sanctions shall be imposed on officials and employees who are found violating the Guidelines:

- 1st Offense - Reprimand
- 2nd Offense - Suspension for ten (10) to thirty (30) days
- 3rd Offense - Suspension for a maximum of six (6) months
- 4th Offense - Dismissal

VII. EFFECTIVITY

The wearing of the POEA prescribed uniform shall be implemented starting 19 February 2007.

For strict compliance.

City of Mandaluyong, 26 January 2007.

ROSALINDA DIMAPILIS-BALDOZ
Administrator