GUIDELINES ON WEARING OF PRESCRIBED OFFICE UNIFORM AND THE GRANT OF CLOTHING ALLOWANCE FOR CY 2012

For Calendar Year 2012, the uniform and clothing allowance in the amount of P5,000.00 for each official and employee shall be given in cash subject to the following guidelines:

I. COVERAGE

1. POEA officials and employees who are entitled to the CY 2012 uniform and clothing allowance are those who:

    1.1 hold regular plantilla positions as well as casual employees;

    1.2 have rendered at least six (6) consecutive months service at POEA for CY 2012 including leaves of absences with pay;

    1.3 are on leave of absence with pay;

    1.4 are transferees from other government offices, provided they present a certification from their previous office that they have not received similar allowance; and,

    1.5 are on scholarship/study leave.

2. POEA officials and employees who are NOT entitled to the 2012 uniform and clothing allowance are those who are:

    2.1 on leave without pay for more than six (6) consecutive months during the year;

    2.2 Service Contractors;

    2.3 Labor Attaches/designated Labor Officers assigned in foreign posts as they are entitled to a separate clothing allowance;

    2.4 Meted a penalty of suspension, or dismissal with or without appeal, as a result of an administrative case at the time the uniform allowance was given. The suspended employee shall receive the uniform allowance after the suspension period is fully served, provided the period of suspension does not extend beyond 2012. On the other hand, an employee meted with dismissal shall not be entitled to uniform allowance unless the final Order on the case and/or appeal states otherwise;
II. WEARING OF OFFICE UNIFORM

1. MALE employees shall continue to wear the prescribed uniform for CY 2012 on the following days:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Color</th>
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<tbody>
<tr>
<td>Monday &amp; Wednesday</td>
<td>Gray Polo Barong and Black Pants or any dark color pants</td>
</tr>
<tr>
<td>Tuesday &amp; Thursday</td>
<td>Light Blue Polo Jacket and Black Pants or any dark color pants</td>
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2. FEMALE employees shall continue to wear the prescribed uniform for CY 2012 which is powder blue blouse and dark blue skirt or pants, from Monday to Thursday only.

3. In accordance with the CSC dress code, employees may wear appropriate civilian attire during Fridays. The following are not allowed:
   - For female employees: wearing of sleeveless blouse; tight fitting clothes; t-shirt, hip hugging, low-waist pants or hanging blouse; casual shorts; slippers, rubber shoes or other informal shoe wear.
   - For male employees: wearing of sleeveless shirt, casual shorts, slippers or other informal shoe wear.

4. Employees shall wear the POEA Identification Card (ID) at all times as part of the POEA uniform.

5. The following officials and employees who are likewise entitled to uniform allowance are exempted from wearing the prescribed uniform for CY 2012:
   5.1 Officials and Directors with various representation outside POEA; and,
   5.2 Retiring, resigning or transferring employees within the CY 2012.
6. The following employees may get their uniform allowance in cash, and are TEMPORARILY exempted from wearing the prescribed uniform for CY 2012. They are advised that they shall acquire the prescribed uniform soon after the period of exemption:

6.1 On scholarship/study leave;

6.2 Pregnant employees;
   a. Those in mourning;

6.4 Those who are victims of fire or other natural calamities; and,

6.5. Designated Welfare Officers and Administrative Staff, provided that they will present/submit a certification from DOLE or OWWA that they have not received same allowance.

III. COMPLIANCE MONITORING

Heads of Offices/Branch Directors/Division Chiefs are responsible for monitoring the compliance of their employees to these guidelines. They are required to submit a report to the HRD Division on any violation committed including the action taken thereon, to form part of the employee’s 201 file.

IV. SANCTIONS FOR NON-COMPLIANCE

Violation of reasonable office rules and regulations, such as wearing of office uniform and ID and observing the appropriate dress code, is considered a light offense, with corresponding penalties as follows after due process:

1st Offense - Reprimand
2nd Offense - Suspension for one (1) to thirty (30) days
3rd Offense - Dismissal

V. EFFECTIVITY

This order shall take effect immediately and until superseded.

For strict compliance.

Mandaluyong City 13 February 2012.

HANS LEO J. CACDAC
Administrator