



Republika ng Pilipinas  
**Hambansang Pangasiwaan ng Patuluyan**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

OUR REFERENCE:

MC. No. 8, s.2014

**MEMORANDUM CIRCULAR**

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/PROJECT MANAGERS, DIVISION MANAGERS AND OTHERS CONCERNED**

**SUBJECT : GUIDELINES IN THE GRANT OF UNIFORM/CLOTHING ALLOWANCE FOR CY 2014**

**1.0 BASIS**

Section 40 of the General Provisions of Republic Act (R.A.) No. 10155, the Fiscal Year (FY) 2013 General appropriations Act (GAA), provides that appropriations for each department, bureau, of agency may be used for uniform or clothing allowance of employee at not more than Five Thousand (P 5,000.00) Pesos per annum, subject to the rules and regulations issued by the DBM.

**2.0 PURPOSE**

This Circular is issued to prescribe updated rules and regulations on the grant of the U/CA to NIA employees in the amount of Five Thousand Pesos (P 5,000.00) each as authorized under Budget Circular No. 2012-1 dated February 23, 2012 which repeals Budget Circular Nos. 2003-8 dated December 8, 2003 and 2003-08 dated July 2, 2004 subject to the herein rules and regulations.

**3.0 COVERAGE**

This Circular covers personnel occupying regular, contractual, or casual (daily) positions; appointive; rendering services on full-time or part-time basis.

**4.0 EXCLUSION**

Those hired without employer-employee relationships and funded from non-Personal Services appropriations/budgets are excluded from the coverage of this Circular, as follows:

- 4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
- 4.2 Laborers hired through job contracts (pakyaw) and those paid on piecework bases;
- 4.3 Students laborers and apprentices;
- 4.4 Those whose services are engaged through job orders, contracts of services, and others similarly situated.

## 5.0 RATIONALE OF THE GRANT OF U/CA

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work. In general, such uniforms or clothing are intended for the following purposes:

- 5.1 To identify the employees with their mother agencies and to convey emblem of authority;
- 5.2 To serve as protective or working clothing, especially for maintenance, workshop, and other allied personnel;
- 5.3 To defray expenses for their maintenance.

## 6.0 RATES OF THE U/CA

- 6.1 For FY 2014, the U/CA per annum for full-time service shall not exceed Five Thousand (P 5,000.00) Pesos. For each subsequent year, the U/CA shall not exceed the amount authorized in the pertinent general provision in the annual GAA.
- 6.2 The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service. For example, the U/CA for the part-time service in FY 2014 shall be computed as follows:

$$U/CA \text{ (Part-time Service in FY 2014)} = \frac{(P5,000) \times (\text{hours of part-time service/day})}{8 \text{ hours of full-time service}}$$

## 7.0 OTHER DETAILS OF THE U/CA

- 7.1 The amount of Five Thousand (P 5,000.00) Pesos herein authorized for CY 2014 is to be given in cash.
- 7.2 Male Employees who are performing unskilled/semi-skilled/skilled jobs such as Mechanic, Carpenter, Electrician, WRF Operator, Laborer and other allied workers are required to follow the herein color, design and schedule of their working apparel per Memorandum Circular No. 34, s. 2013.
  - 7.2.1 For Skilled/Semi Skilled Worker (refer to Annexes "1",1-2,1-3) of MC No. 34, s. 2013.

	Top apparel	Pants/Slacks/Skirt
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

The supervisor/manager concerned shall take charge of monitoring the compliance of their concerned workers.

- 7.3 NIA employees who were already in the service in CY 2013 and availed of U/CA shall continue to wear the prescribed Office Uniform for CY 2013.
- 7.4 The newly hired employees, on the other hand, who meet the requirements for the grant of U/CA CY 2013 shall likewise be given Five

Thousand (P5,000.00) Pesos in cash. They shall, however, purchase the required fabric/material and other accessories as prescribed under Section 7.0 of MC 34, s. 2013, and shall observe the design, color and schedule of wearing, viz;

FEMALE		
MONDAY	Polo Barong	Black
TUESDAY	Yellow	Black
WEDNESDAY	Teal Blue	Black
THURSDAY	Green	Black
FRIDAY	Wash Day	

MALE		
MONDAY	Polo Barong	Black
TUESDAY	White	Black
WEDNESDAY	White	Black
THURSDAY	White	Black
FRIDAY	Wash Day	

*Nb. Monday: For female/male employees whose uniform for Mondays are torn/wornout should wear white with collar blouses. Polo shirt is not allowed.*

*Wednesday: Cut and color shade of blue shall be relayed in supplemental MC on UCA.*

## 8.0 GOVERNMENT SERVICE REQUIREMENT

8.1 Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.

## 9.0 GRANT OF U/CA DUE TO VARIOUS PERSONNEL ACTIONS/ENGAGEMENTS

### 9.1 Newly Hired Employee

A newly hired NIA employee may qualify to the grant of U/CA only after rendering six (6) months of service, and is expected to render service for at least 6 months for the rest of the year.

### 9.2 An Employee on Detail

The U/CA of an employee on detail to another government agency shall be borne by the mother agency.

### 9.3 Transferred Employee

9.3.1 An employee who transferred to another agency and was not granted U/CA by the former agency shall be granted U/CA by the new agency, subject to the submission of a certification to that effect.

9.3.2 An employee who transferred to another agency within a year but was earlier granted U/CA by the previous agency shall no longer be granted U/CA by the new agency.

9.3.3 An employee who transferred to another agency and is required to wear uniforms at all times like the incumbents of Security Guard positions, may be granted U/CA by the new agency even if he/she was granted U/CA by the former agency, subject to the approval of the new agency head.

9.4 Employees on Study Leave or Study/Training/Scholarship Grant

9.4.1 NIA employee on study leave or on study/training/scholarship grant locally or abroad shall render at least six (6) months of service in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

9.4.2 If a NIA employee is on study/training/scholarship grant for the whole year, locally or abroad and is not required to report to work he/she is not entitled to the U/CA.

**10.0 EXEMPTIONS FROM THE WEARING OF UNIFORM**

10.1 Presidential Appointees/Top Management Officials

10.2 Department/Regional/Project Manager

10.3 Personnel hired under contract of service/job order

10.4 Those in mourning – shall instead wear black or white or a combination thereof.

10.5 Ladies who are on the family way until after their delivery and have reported back to office.

10.6 Office personnel who are on field work, attending seminars and workshops may not wear the prescribed uniforms during these activities.

**11.0 FUNDS SOURCES**

The U/CA for CY 2014 shall be charged to the respective funds of the offices concerned.

**12.0 RESPONSIBILITY OF OFFICIALS CONCERNED**

The Heads of Offices/Department/Regions/Projects shall be responsible for the compliance within set guidelines on the wearing of the prescribed uniforms and appropriate attire.

**13.0 SAVING CLAUSE**

Cases not covered by the provisions of this Circular shall be referred to the Department of Budget and Management through the Deputy Administrator for Administrative and Finance for resolution.

**14.0 EFFECTIVITY**

The Memorandum Circular shall take effect immediately.

  
**CLARO V. MARANAN**  
Administrator

Feb. 28, 2014  
Date