

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 17, S. 1974

MEMORANDUM CIRCULAR

T O : ALL WOMEN EMPLOYEES - NIA PROPER,
UPRP HEAD OFFICE, UNDP GROUND-
WATER DEVELOPMENT PROJECT HEAD
OFFICE, ANGAT-MAGAT IADP HEAD
OFFICE, REGION 3 HEAD OFFICE AND
OTHERS CONCERNED

SUBJECT : Prescribed Office Uniform

Effective March 1, 1974, all women employees of this Office shall wear the prescribed new beige & green uniform (per attached sample) on Mondays and Fridays. On Tuesdays, Wednesdays and Thursdays, employees may either wear the new uniform or their old uniforms until further notice. It is expected that after a few months, the old uniform may be entirely replaced by the new uniform.

Those who fail to wear their uniform as prescribed above shall be fined ₱1.00 immediately by the security guard on duty who shall right away issue receipt and deposit said amount with the Cashier's Office for safekeeping before noon everyday.

The following are exempted from the wearing of uniform:

1. Ladies in mourning
2. Ladies on the family way
3. Ladies employed on the daily basis after January 15, 1974 as they are not covered by the uniform allowance.

To ensure uniformity of color, the material for one (1) set of uniform shall be purchased in bulk. For this purpose, the amount of ₱55.00 (rough estimate per head), shall be initially deducted from the ₱100.00 allowance of the ladies, subject to adjustment after final procurement and distribution.

Strict compliance hereon is enjoined.


ALFREDO L. JUINIO
Administrator

January 28, 1974