

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

MC # 37, s. 1980

MEMORANDUM CIRCULAR

TO : All NIA Central Office Female Employees,
including Regional/Foreign Loan Assisted
Offices, Irrigation Systems/Provincial
Irrigation Offices and Project Offices

SUBJECT : Prescribed Office Uniform for Lady Employees
for CY 1980

Pursuant to Board Resolution No. 3494, dated November 26, 1979, NIA lady employees are entitled to an allowance of P300.00 each. The prescribed uniform shall be worn effective April 28, 1980 for Central Office employees and one month after receipt of materials for field employees.

I. Coverage

Permanent/Temporary and Daily Wage Employees

1. Employees already in the NIA as of the grant of allowance shall be entitled to full uniform allowance consisting of materials and partial cost of labor.
2. Employees appointed after June 30, 1980 shall be entitled to only half of the total allowance.
3. Employees appointed during the last quarter of CY 1980, shall not be entitled to a uniform allowance and shall only receive the allowance for the next calendar year.

Those who are on leave of absence at the time of initial grant of the allowance shall receive same upon their return to duty.

II. Uniform Style and Schedule

The attached sketch and design should be strictly adhered to.

Schedule:

The prescribed uniform shall be worn on the following days (except paydays):

M-W-F	- Green skirt and beige blouse
T-Th	- Green skirt and white blouse

Personnel of NIA Medical and Dental Clinics shall wear their white uniforms and/or white gowns whenever inside the NIA complex/compound.

III. Prohibition

1. Deviations from the original design/style/color of the uniform.

2. Wearing of slippers/wooden shoes while in uniform in the Office.

3. Pantsuits may not be used except during games and paydays.

4. Decollete and backless dresses during pay days.

IV. Penalties

1. A fine in the amount of P5.00 shall be imposed on any employee, including those of the Medical and Dental Services, who fails to wear the prescribed uniform.

2. An employee who is fined two (2) times in a month shall be given a warning by the Division Chief concerned duly noted by the Department Head, copy furnished the Supervising Civil Security Officer and the Personnel Management Department Director/Regional/Project Administrative Officer concerned.

3. Those who are fined three (3) times or more in a month notwithstanding their previous warning, shall be given a reprimand by the Department Head, copy furnished the Supervising Civil Security Officer and the Personnel Management Department Director/Regional/Project Administrative Officer concerned.

4. Those who are fined after having received a reprimand, shall be imposed a penalty of suspension without pay pursuant to existing office rules and regulations.

The Heads of Departments/Divisions, Regional Irrigation Directors/Project Managers, shall see to it that all female employees in their respective jurisdictions comply with these rules and regulations.

The Supervising Civil Security Officer or his counterpart shall be responsible for reporting any violation of the rules, Attn.: The OIC, Personnel Management Department/Project/Regional Administrative Officer as the case may be, and shall submit a monthly report of those who are penalized. Fines collected by the Security Guard on duty shall be remitted daily to the Cashier.

As has been done before, fines collected shall be used for contributions of the Agency to charitable institutions/expenses connected with uniforms as may be determined by the management in the case of C.O., Regional Irrigation Director/Project Manager for field offices.

Compliance herewith is enjoined.

(SGD.) FIORELLIO R. ESTUAR, PH. D.
Acting Administrator

April 1, 1980