



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
(National Irrigation Administration)  
Manila, Philippines

MO # 27 s, 1982

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 1982

Pursuant to Board Resolution No. 3753-81 dated September 28, 1981 NIA lady employees are entitled to a uniform allowance of ₱300.00 each. The prescribed uniform shall be worn effective June 21, 1982 for Central Office employees and one month after receipt of the allowance for field employees.

I. Coverage

Permanent/Temporary and Daily Wage Employees

1. Employees in the NIA service as of April 1, 1982 shall be entitled to full uniform allowance.
2. Employees appointed after April 1, 1982 shall be entitled to only half of the allowance.

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

Lady Officials such as OIC's of Departments, Special Assistants, Board Secretary, etc., may opt to receive their allowance and wear the uniform or refuse the allowance.

An employee who resigns from the NIA within six (6) months after receipt of the allowance shall reimburse the NIA an amount equivalent to one-half of the total allowance received. This shall be deductible from her salary/COLA, terminal leave or other benefits due her.

II. Uniform Style and Schedule

The new uniform is a 3-piece ensemble consisting of:

Skirt/blazer in aqua blue linen  
Blouse - pink & white striped ribbonette  
cream georgette

The prescribed design (per attached sketch), and material should be strictly adhered to.

The uniform shall be worn on all regular working days except paydays. The blouses shall be alternated as follows:

M-W-F - Pink blouse  
T-Th - Cream blouse

Personnel of the Medical and Dental Clinic shall wear white uniforms/gowns during Clinic hours.

### 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. Decollette and backless dresses during paydays.

### IV. Penalties

The following penalties shall apply to those who fail to wear the uniform on the prescribed days;

1. A fine in the amount of ₱5.00
2. Reprimand by the Department Head/Regional Irrigation Director/Project Manager concerned, copy furnished the Chief of Personnel Division, C.O./Regional/Project Administrative Officer for an employee who is fined for more than three (3) times in a month.
3. Those who are fined three (3) times or more in a month notwithstanding their previous reprimand shall be subject to more severe penalty.

An employee may be excused from wearing the uniform for valid reasons only upon presentation of a request for exemption for a specified day/s, duly approved by the Assistant Administrator, Regional Irrigation Director or Project Manager concerned.

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.

All Division Chiefs, Security Guards or his counterpart shall be responsible for reporting any violation of the rules, Attn.: The OIC, Personnel Division/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.

Compliance herewith is enjoined.

  
FIORELLO R. ESTUAR  
Administrator

May 13, 1982