

47
CORPLAN
REPUBLIKA NG PILIPINAS
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

CMC -
NCC - ngc
LPF - laf
SBB -
MC No. 29, s. 1983

MEMORANDUM CIRCULAR

TO : ALL NIA CENTRAL OFFICE FEMALE EMPLOYEES, INCLUDING
UPRIIS, REGIONAL/FOREIGN LOAN-ASSISTED OFFICES, IR-
RIGATION SYSTEMS/PROVINCIAL IRRIGATION OFFICES AND
PROJECT OFFICES

SUBJECT : PREScribed OFFICE UNIFORM FOR LADY EMPLOYEES FOR
1983-1984

PURSUANT TO MC No. 658 OF THE OFFICE OF THE PRESIDENT, REQUIRING
ALL GOVERNMENT FEMALE EMPLOYEES TO BE IN UNIFORM, ALL NIA LADY EMPLOYEES
SHALL BE ENTITLED TO A UNIFORM ALLOWANCE OF P300.00 EACH, SUBJECT TO THE
FOLLOWING GUIDELINES, VIZ:

I. COVERAGE

1. PERMANENT EMPLOYEES IN THE ACTIVE SERVICE OF THE NIA AS OF
SEPTEMBER 1, 1983.
2. DAILY/CO-TERMINUS EMPLOYEES WHOSE SERVICES ARE TO BE EXTENDED/
RETAINED UP TO CY 1984.
3. EMPLOYEES WHO ARE ON LEAVE OF ABSENCE AT THE TIME OF THE GRANT
OF THE ALLOWANCE SHALL RECEIVE SAME UPON RETURN TO DUTY.

LADY OFFICIALS SUCH AS OICs OF DEPARTMENTS, SPECIAL ASSISTANTS,
BOARD SECRETARY, ETC., MAY OPT TO RECEIVE THEIR ALLOWANCE AND WEAR
THE UNIFORM OR REFUSE THE ALLOWANCE.

AN EMPLOYEE WHO IS SEPARATED FROM THE NIA WITHIN SIX (6) MONTHS
FROM RECEIPT OF ALLOWANCE SHALL REIMBURSE THE NIA AN AMOUNT EQUI-
VALENT 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 ALLOWANCE SHALL BE USED TO PROCURE ADDITIONAL UNIFORM MA-
TERIALS TO SUPPLEMENT/REPLACE THE OLD SET OF UNIFORMS. THUS, THE
SAME MATERIAL STYLE/CUT/COLOR OF THE 1982 UNIFORM SHALL STILL BE
IN FORCE. HOWEVER, THE STRIPED PINK AND WHITE BLOUSE SHALL BE
DISCARDED/REPLACED BY A PURE WHITE BLOUSE OF ANY MATERIAL PROVIDED
THE ORIGINAL STYLE/CUT IS STRICTLY ADHERED TO.

THE UNIFORM SHALL BE WORN ON ALL REGULAR WORKING DAYS EXCEPT
PAYDAYS, AS FOLLOWS:

MWF - WHITE BLOUSE, AQUA-BLUE LINEN SKIRT AND BLAZER
ONE MONTH FROM RECEIPT OF ALLOWANCE, ALL LADY
EMPLOYEES ARE EXPECTED TO WEAR THE NEW WHITE
BLOUSE IN LIEU OF THE STRIPED PINK AND WHITE
BLOUSE.

TTH - CREAM BLOUSE, AQUA-BLUE LINEN SKIRT AND BLAZER

PERSONNEL OF THE MEDICAL & DENTAL CLINIC SHALL WEAR WHITE UNI-
FORMS 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 WORN EXCEPT DURING GAMES AND PAYDAYS.
4. DECOLETTE 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 P5.00.
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 THEIR 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 ON THOSE WHO ARE PENALIZED. FINES COLLECTED BY THE SECURITY GUARD ON DUTY SHALL BE REMITTED DAILY TO THE CASHIER.

COMPLIANCE HEREWITH IS ENJOINED.

(SGD.) CESAR L. TECH
ADMINISTRATOR

21 OCTOBER 1983