

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)
Lungsod ng Quezon

MC # 41, s. 1985

MEMORANDUM CIRCULAR

T O : ALL NIA FEMALE EMPLOYEES, REGIONAL/FIELD PROJECT
OFFICES, IRRIGATION SYSTEMS/PROVINCIAL IRRIGATION
OFFICES, UPRIIS

SUBJECT : PRESCRIBED OFFICE UNIFORM FOR LADY EMPLOYEES
FOR CALENDAR YEAR 1985

Lady employees of the Agency shall be entitled to a uniform allowance of ₱600.00 each to cover a new set of uniform including labor, for the calendar year 1985.

I. Uniform Style - The new uniform is a two piece ensemble consisting of:

- 1) Pencil Cut Skirt in light gray linen with back slit overlap.
- 2) Striped Multi-colored blouse with a trubeenized collar and a padded, shirred, tailored sleeve as shown in the attached sketch.

To achieve uniformity, representatives of field/regional/project offices may coordinate with the Central Office in securing the uniform materials. (Sketch Attached).

II. EFFECTIVITY

The new uniform shall be in force forty five (45) days after receipt of allowance for the field offices. It shall be worn on all regular working days except paydays.

III. COVERAGE

Permanent/Temporary and Daily Wage Employees

1. Employee in the NIA service as May 1985 with at least one (1) year of service, shall be entitled to full uniform allowance.

2. Employees appointed during the first semester of CY 1985 shall be entitled to one-half of the allowance.
3. Those who are on leave of absence at the time of the initial grant of the allowance shall receive same upon their return of duty.
4. Lady officials with the rank of OIC's of Departments, Special Assistants and Board Secretary, may opt to receive their allowance and wear the uniform or refuse the allowance.
5. An employee who resigns/retires or is separated 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.
6. Employees on terminal leave, about to be phased out or retiring on or before the effective date of the wearing of the uniform are not entitled to the allowance herein prescribed.
7. Lady employees on the family way shall be expected to wear the uniform after the expiration of their maternity leaves.

IV. PROHIBITIONS:

1. Wearing of slippers/wooden shoes while in uniform in the Office.
2. Pantsuits may not be worn except during games and paydays.
3. Decollette and backless dresses during paydays.

V. 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 Regional Irrigation Director/Project Manager concerned, copy furnished the Regional/Project Administrative Officer for an employee who is fined three (3) times in a month.
3. Those who are fined more than three (3) times in a month, notwithstanding their previous reprimand, shall be subject to a severe penalty.

Regional Irrigation Directors/Project Managers shall see to it that all female employees in their respective jurisdiction comply with these rules and regulations.

All Division Chiefs, Security Guards or their counterpart shall be responsible for enforcing these rules. The Regional/Project Administrative Officer as the case may be, shall submit a monthly report on those who are penalized. Fines collected shall be remitted daily to the Cashier, and shall form a part of the income of every Office.

Compliance is hereby enjoined.

(SGD.) CESAR L. TECH
Administrator

August 16, 1985