

Republic of the Philippines
PAMBANSANG PANGASTSAHAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC# 029 S. 1988

MEMORANDUM CIRCULAR

TO : DEPARTMENT HEADS/STAFFS/REGIONAL IRRIGATION
DIRECTORS/PROJECT MANAGERS/OPERATION MANAGERS/
IRRIGATION SUPERINTENDENTS/PROVINCIAL IRRIGATION
ENGINEERS AND ALL FEMALE EMPLOYEES

SUBJECT : PRESCRIBED OFFICE UNIFORM FOR FEMALE
EMPLOYEES FOR CY 1988

Pursuant to Board Resolution No. 5484-88 and 5498-88, NIA female employees are entitled to a uniform allowance of P900.00 each to cover a new set of uniform including labor, for the calendar year 1988. Effective August 1, 1988 all recipients of the allowance except those in mourning shall wear the prescribed uniform on all regular working days except on paydays.

I. COVERAGE

1. All NIA female employees regardless of appointment status except those on contractual basis shall be entitled to the uniform allowance.
2. Employees appointed during the first Semester of CY 1988 shall be entitled to full uniform allowance; conversely, those who will be employed during the 2nd Semester, shall be entitled to only one half of the allowance.
3. Lady officials with the rank of OIC's of Department, Special Assistants and Board Secretary, may opt to receive their allowance and wear the uniform or refuse the allowance.
4. Those who are on leave of absence whether with or without pay at the time of the initial grant of the allowance shall receive same only upon return to duty, within the calendar year 1988.
5. Lady Employees on the family way have the option to choose their own style provided the color of the uniform assigned for each day is followed.

II. DISQUALIFICATION:

1. Employees on terminal leave/phased out/retired on or before the effective date of the wearing of the uniform are not entitled to the allowance herein prescribed.
2. Contractual Employee.
3. Employees on leave pursuant to CSC-MC 85-444 (working abroad)

III. DESIGN & SCHEDULE

The new set of uniform (see attached sketch) consists of 3 blouses and 2 gray skirts. The red blazer is optional.

Mondays	Yellow blouse/light gray skirt
Tuesdays	Flesh blouse/charcoal gray skirt
Wednesdays	Pink blouse/light gray skirt
Thursday	Yellow blouse/charcoal gray skirt
Friday	Flesh blouse/light gray skirt
pay days	Civilian dress

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. Decollete and backless dresses during paydays.

V. PENALTIES

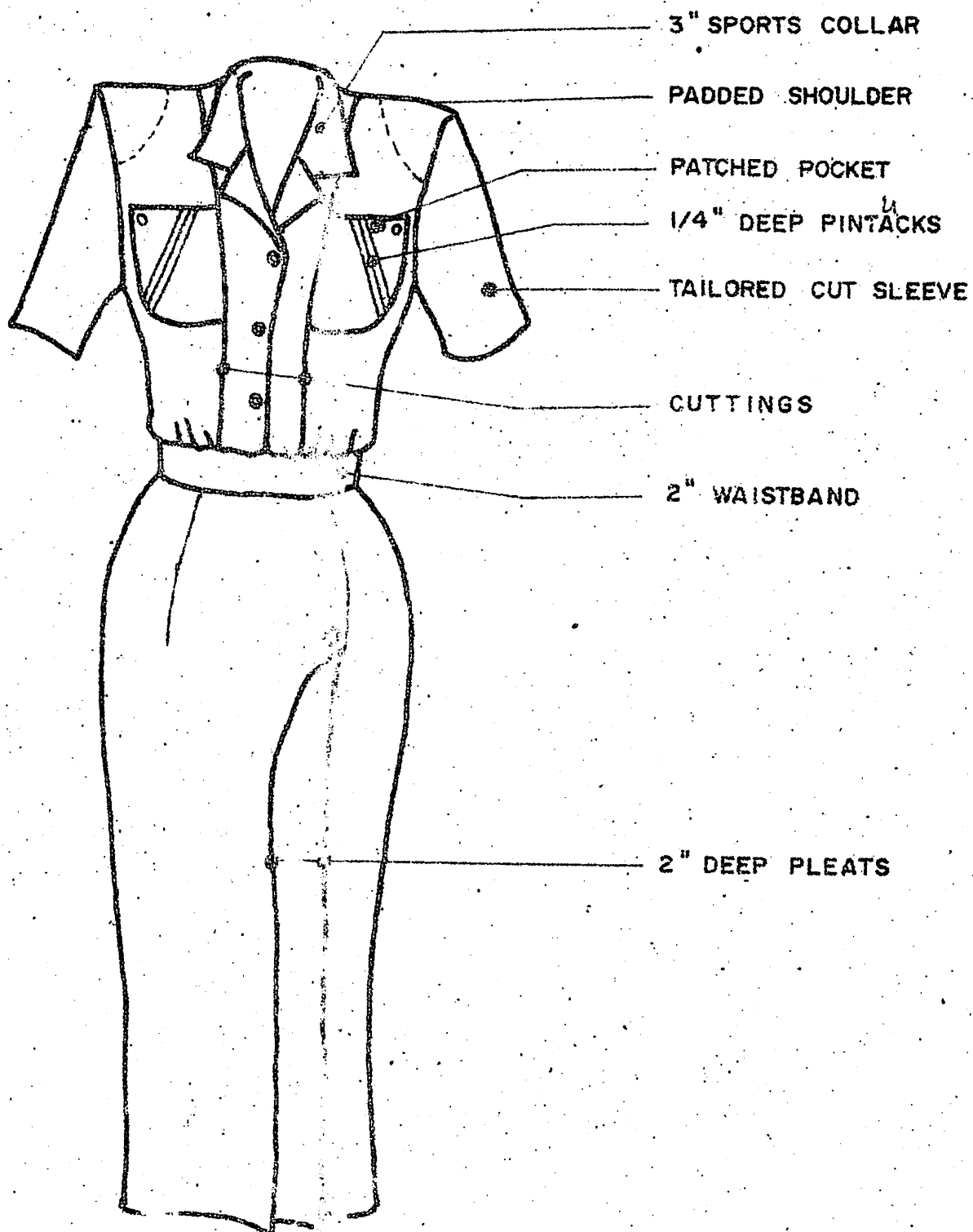
1. Lady employees who fail to wear the prescribed uniform for 3X within a month shall be given a 1st warning for violation of Office rules & regulations.
2. Any lady employees who has been served with 3 warnings in a semester shall be obliged to retribute/refund one-half of the amount given to her uniform allowance.
3. Deviations from the design shall subject an employee to the same penalty as item V.2. above.

Department Heads/Regional Irrigation Directors/Project Managers/ Operation Managers/Irrigation Superintendents/Provincial Irrigation Engineer's shall initiate the proper action against erring employees, copy furnished the Department Manager PRMD.

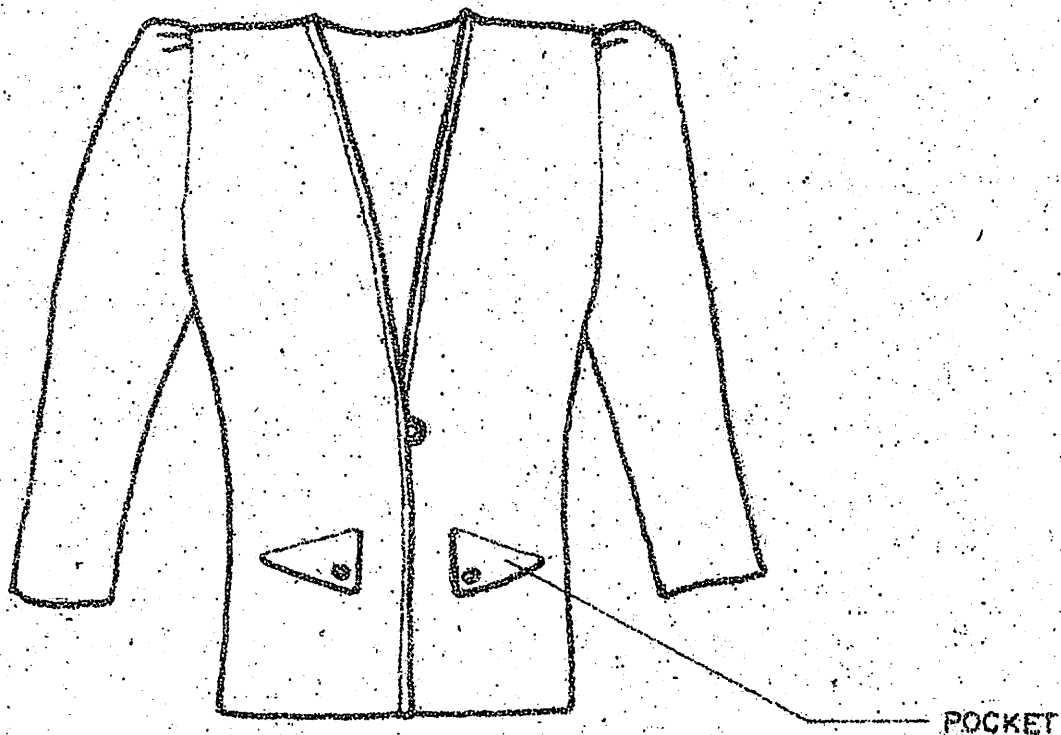
Compliance is enjoined.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

1988 June 13



NIA LADIES' UNIFORM



OPTIONAL TOPCOAT