

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

MC # 42, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL
IRRIGATION MANAGERS, OPERATIONS MANAGERS, PROJECT
MANAGERS, IRRIGATION SUPERINTENDENTS, PROVINCIAL
IRRIGATION ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : Civil Service Commission Memorandum Circular
No. 14, s. 1991 dated April 23, 1991

Quoted hereunder in full is Civil Service Commission
Memorandum Circular No. 14, s. 1991 for your information and
guidance.

"Republic of the Philippines
Civil Service Commission
Quezon City

MC # 14, s. 1991

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS
WITH ORIGINAL CHARTERS

SUBJECT : DRESS CODE PRESCRIBED FOR ALL GOVERNMENT
OFFICIALS AND EMPLOYEES

In line with the provisions of RA 6713 (Code of Conduct
and Ethical Standards for Public Officials and Employees)
and in order to maintain modesty and proper decorum in the
civil service, the Civil Service Commission, being the central
personnel agency of the Government, hereby prescribes the
following as the Dress Code for all government officials and
employees in the government services when reporting for work,
thus:

1. The office uniforms as prescribed by the
different government agencies/offices shall be the

official attire of all government officials and employees which shall be worn in accordance with the assigned schedule;

2. On those days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately, preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work;

3. The use of tightfitting, seductive, micro-mini and gauzy/flimsy/transparent dresses by female employees shall be prohibited;

4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. However, pantaloons or such other pants worn for formal occasions are allowed;

5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebration;

6. Wearing of heavy or theatrical make-up is likewise prohibited;

7. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed;

8. It is likewise considered taboo to use curlers, turbans and bandannas during office hours and within office premises.

In the implementation of this Circular, exemptions may be allowed on the following reasons:

1. when by the nature of work of the employees concerned, they necessarily must wear other appropriate clothing;

2. religious affiliation or creed or any practice in relation thereto;

3. physical disabilities;

4. other analogous circumstances of any of the afore-mentioned.

Any violation of this Circular shall be considered as a ground for disciplinary action.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

For strict compliance.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

April 23, 1991"

In the absence of a prescribed office uniform for NIA officials and employees, it is directed that items 2 to 8 of the Dress Code for all government officials and employees in the government services be complied with when reporting for work.

Be guided accordingly.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

May 15, 1991

A handwritten signature in dark ink, appearing to be a stylized 'J' or 'B' followed by a flourish.