

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

MC # 25, S. 1999

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION MANAGERS; OPERATION MANAGERS; HEADS OF FOREIGN ASSISTED PROJECTS; PROVINCIAL IRRIGATION OFFICERS; IRRIGATION SUPERINTENDENTS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Prescribed Office Uniform of NIA Employees for CY '99

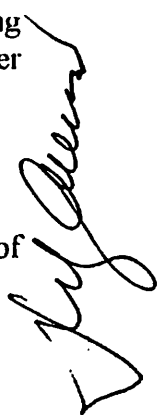
Pursuant to NIA Board Resolution No. 6892-99 dated June 14, 1999, NIA Male and Female personnel shall be entitled to a Uniform and Clothing Allowance (UCA) of P3,000.00 each to cover the cost of materials and labor.

I. COVERAGE

1. All NIA employees in the service regardless of appointment status shall be entitled to the UCA;
2. Employees in the active service as of the 3rd quarter of CY'99 shall be entitled to full uniform allowance; those who will be employed during the 4th quarter of CY'99 shall receive only one half of the UCA;
3. Those who are on leave of absence without pay at the time of the initial grant of the UCA shall receive same only upon return to duty, within the calendar year 1999;
4. Lady employees on the family way/in mourning are exempted from wearing the uniform during the period of pregnancy/mourning. They shall however be required to wear the prescribed uniform after said period.

II. DISQUALIFICATION

Employees on terminal leave/phased-out/retired on or before the grant of the allowance are not entitled thereto. (Cut-off date August 1, 1999.)



III. DESIGN AND SCHEDULE

A. Ladies Uniform

The official uniform consists of two (2) skirts and three (3) blouses. The wearing of Blazer is optional, but should be of the same material as the skirt/s. (Annex A)

Pants of the same material as the uniform may be worn in lieu of the prescribed skirt-during field work or on special occasions announced from time to time.

B. Male Uniform

The official uniform for male employees shall consist of four (4) Polo Barongs with dark pants of any color. (Annex B)

The following schedule in the wearing of office uniforms shall be observed:

<u>Specific Day</u>	<u>Female</u>	<u>Male</u>
Monday	Filipiniana attire	Barong Tagalog or native attire/Powder Blue
Tuesday	Powder Blue/Gray skirt	Light Gray
Wednesday	Ecrú/Green skirt	Flesh
Thursday	Pinkish/peach/Gray skirt	Light Yellow
Friday	W A S H D A Y	

C. Uniform materials may be ordered thru the PRMD office by accomplishing the attached form. (Annex C)

IV. PROHIBITIONS

1. Wearing of slippers/wooden shoes/rubber shoes while in uniform inside the office.
2. Wearing of Decollete/Backless/Micro-mini dresses and Undershirts (sandos) as upper apparel and shorts during Fridays.
3. Tightfitting, seductive, gauzy/flimsy attire, walking shorts, pedal pushers, leggings, jogging pants, heavy theatrical make-up. Curlers and too much costume jewelry are likewise prohibited in the office pursuant to the Civil Service guidelines in the Code of Conduct of all government employees.



4. Male employees shall not take off their Polo Barong while inside the office compound.

V. PENALTIES

1. Employees who fail to wear the prescribed office uniform for three (3) times within a semester shall be given the following penalties for violation of Office Rules and Regulations.

1 st time -----	1 st warning
2 nd time -----	2 nd warning
3 rd time -----	filing of administrative charges for violation of reasonable office rules and regulations

2. Deviations from the design shall subject an employee to the same penalty as stated in item V.2 above.

The CSA guards shall list down the names of violators and furnish the PRMD a copy of same for proper action.

VI. FUNDING SOURCE

Funding for the CY '99 UCA shall be charged to the respective savings of the office concerned.

The wearing of the office uniform shall take effect one month after receipt of the uniform materials.

Strict compliance is enjoined.

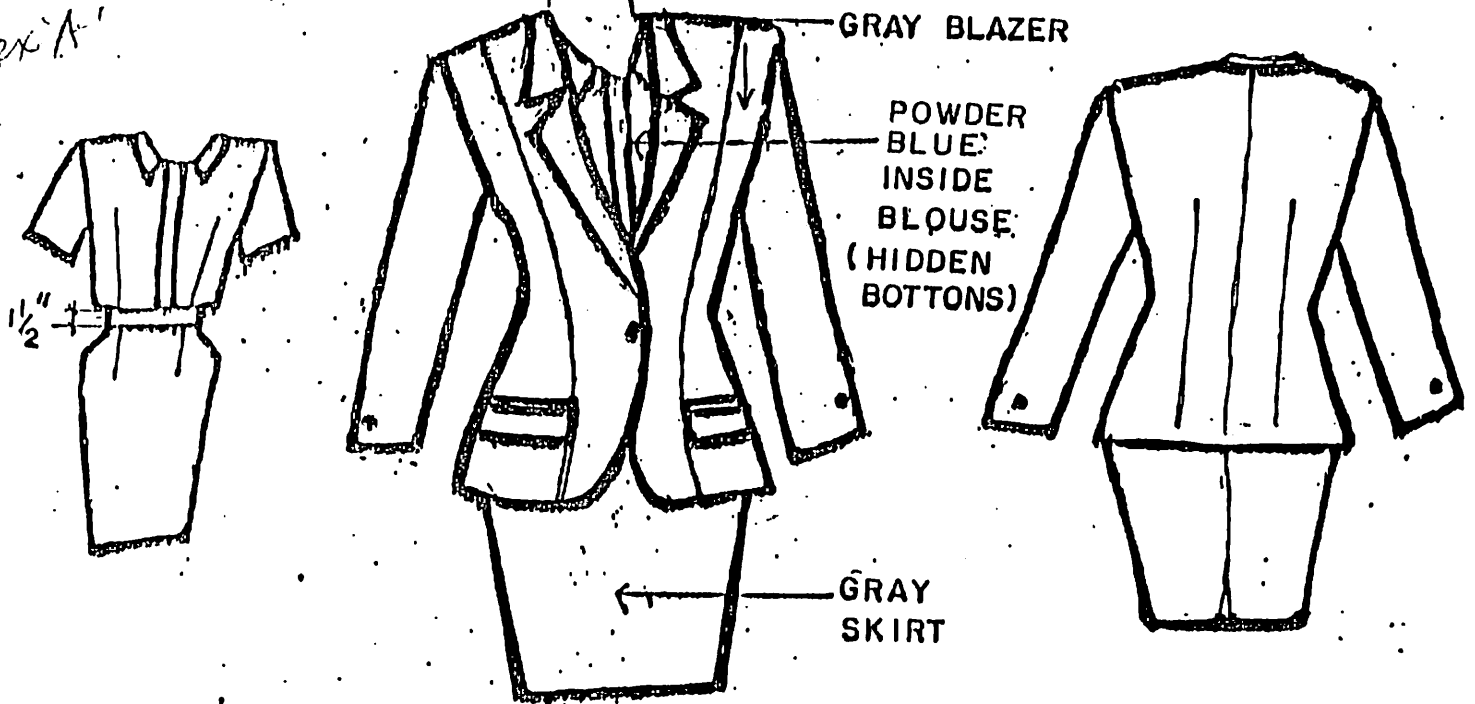

MANUEL S. AREVALO
Administrator

19990802

August 02, 1999

TUESDAY UNIFORM

GRAY BLAZER (OPTIONAL)
 BLUE INSIDE BLOUSE
 GRAY SKIRT



FRONT

BACK



FRONT

BACK

POWDER BLUE INSIDE BLOUSE



FRONT

BACK

GRAY SKIRT

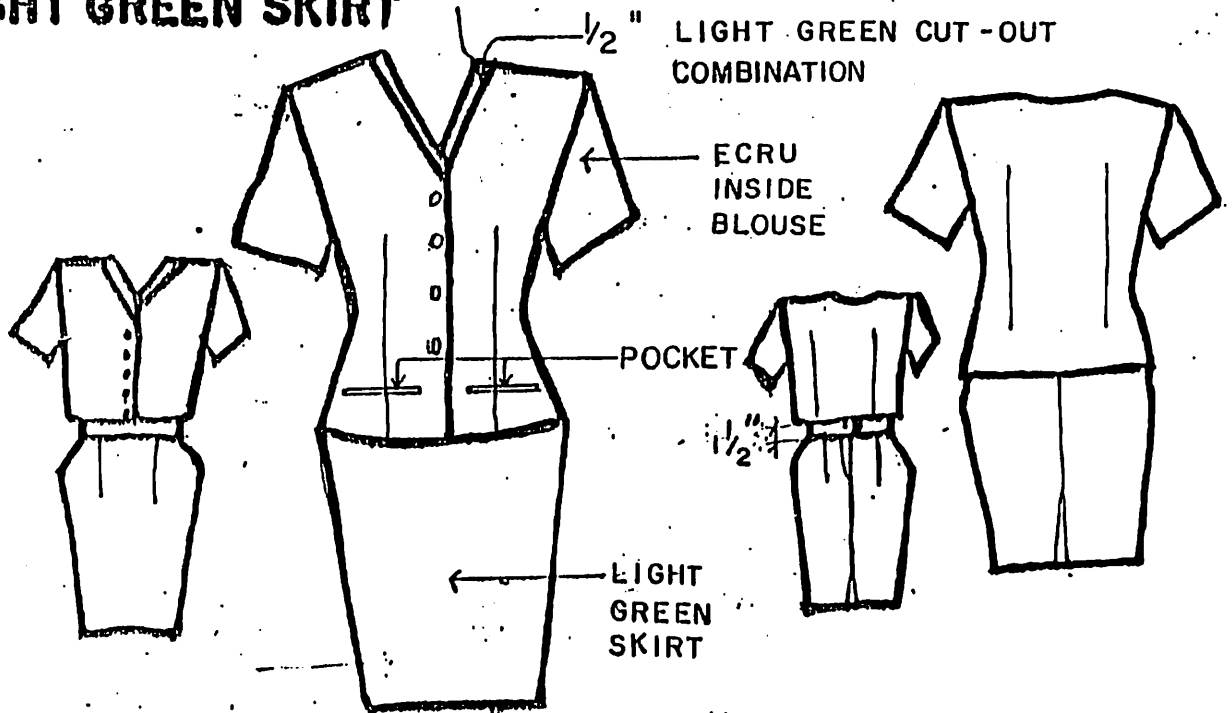
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WEDNESDAY UNIFORM

LIGHT GREEN BLAZER (OPTIONAL)

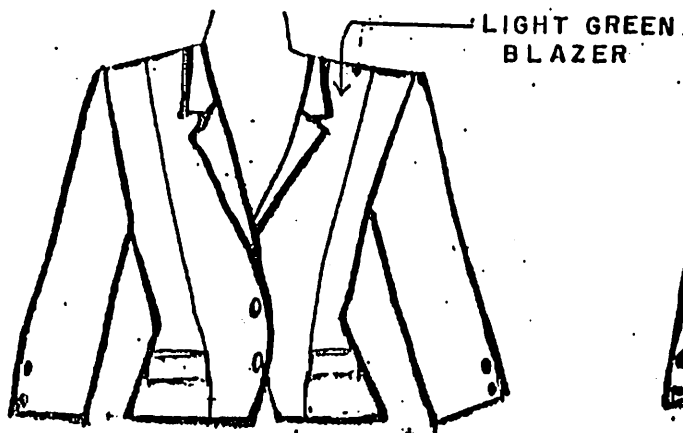
ECRU INSIDE BLOUSE W/ LIGHT GREEN CUT-OUT
COLLAR COMBINATION

LIGHT GREEN SKIRT

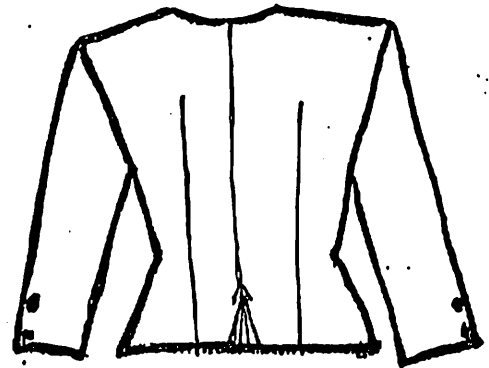


FRONT

BACK



FRONT



BACK

BLAZER

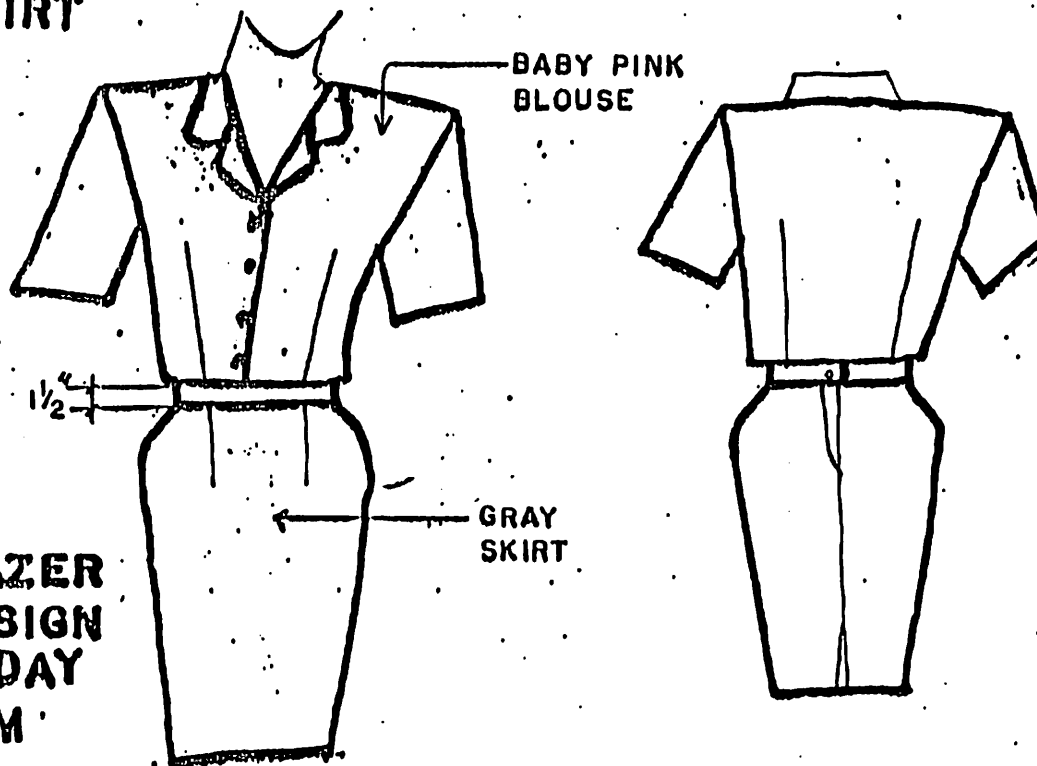
Figure

THURSDAY UNIFORM

GRAY BLAZER (OPTIONAL)

PINK INSIDE BLOUSE

GRAY SKIRT

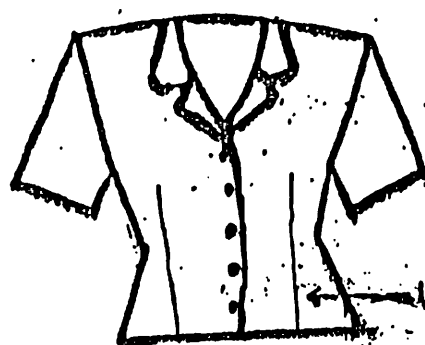


NOTE :

GRAY BLAZER
SAME DESIGN
AS TUESDAY
UNIFORM

FRONT

BACK



BABY PINK
INNER BLOUSE

FRONT



BACK

THROAT

BABY PINK BLOUSE

MALE

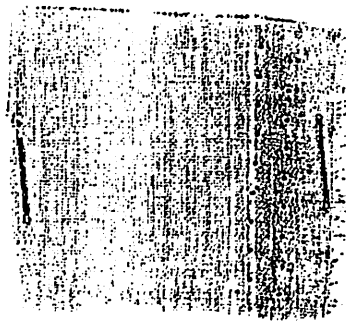
UNIFORM

Annex 'B'

MONDAY

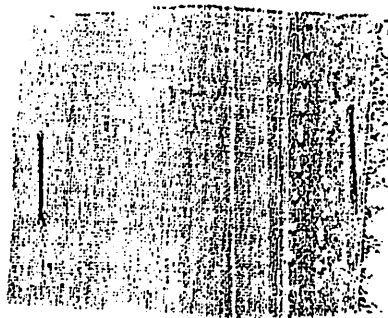
~~GRAY~~ BLUE

TUESDAY



GRAY

WEDNESDAY



BROWN

THURSDAY

✓ BEIGE

Annex 'C'

SUMMARY OF YARDAGE REQUIREMENTS PER DEPARTMENT/RESPONSIBILITY CENTER

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