

Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
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OUR REFERENCE:

MC # 56 s. 2001

## MEMORANDUM CIRCULAR

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

**SUBJECT : GRANT OF CLOTHING AND UNIFORM ALLOWANCE OF NIA  
PERSONNEL FOR CY 2001**

Pursuant to NIA Board Resolution No. 7031-01 dated August 30, 2001, NIA male and female personnel are hereby granted Clothing and Uniform Allowance (CUA) for CY 2001 in the amount of Three Thousand Pesos (P3,000.00) each as prescribed under DBM Circular Letter No. 2001-5 dated March 1, 2001 subject to the following guidelines, viz:

### 1. COVERAGE

- 1.1 NIA employees whether employed on a full-time or regular, part-time basis or under permanent, temporary or casual/daily status, and contractual personnel whose employment is in the nature of a regular employee, who have been appointed as such by virtue of a valid CSC-attested appointment;
- 1.2 Those who were in the service as of actual grant of the allowance with at least six (6) months of service as of said date. It is understood, however, that those who do not meet the six months residence requirement shall likewise be entitled thereto upon completion of said residence requirement within the calendar year 2001.
- 1.3 Those who are on leave of absence without pay at the time of the grant of the CUA are entitled to receive same only upon return to duty within the calendar year 2001;

## 2. DISQUALIFICATION

NIA personnel under the following circumstances as of actual grant of the allowance by the Office concerned are not entitled to the CUA authorized herein:

- 2.1 those who are no longer in the service due to retirement, resignation, separation or for whatever reason;
- 2.2 those who are hired not as part of the organic manpower but as consultants or experts for a limited period to perform specific activities or services with expected outputs; laborers of contractual projects (pakiao); contractees of contracts of services and job orders; and others similarly situated.

## 3. PAYMENT METHODOLOGY, UNIFORM DESIGN AND SCHEDULE

The full amount of Three Thousand Pesos (P3,000.00) CUA per qualified employee is authorized to be given in cash subject to the following conditions:

- 3.1 The wearing of the prescribed office uniforms for male and female employees under NIA MC # 19, s. 2000 for CY 2000 shall continue to be observed, viz:

### 3.1.1 Female Uniform

The existing official uniform for female employees as herein described shall continue to be worn, observing the following schedule.

<i><b>Schedule</b></i>	<i><b>Description</b></i>
Monday	Filipiniana inspired (Blouse with Embroidery/Skirt)
Tuesday	Powder Blue Blouse/Gray Skirt or Slacks
Wednesday	Ecrú Blouse/Green Skirt or Slacks
Thursday	Pinkish-peach Blouse/Gray Skirt or Slacks
Friday (Free/Wash Day)	Appropriate Business Attire

### 3.1.2 Male Uniform

The existing uniform for male employees shall be worn with pants of dark color. They are required to wear shoes and socks appropriate therefor.

<i><b>Schedule</b></i>	<i><b>Upper Apparel</b></i>
Monday	White Polo Barong with Embroidery/Barong Tagalog
Tuesday	Gray
Wednesday	Mint Green
Thursday	Light Brown
Friday	Free/Wash Day

3.2 Employees with worn-out uniform shall procure a new one.

3.3 Effective January 2002, the female uniform herein prescribed for Tuesdays and Thursdays shall be replaced. A Memorandum Circular shall be issued for this purpose.

#### **4. OTHER IMPLEMENTING RULES AND REGULATIONS**

4.1 Employees are required to wear the herein prescribed office uniform to maintain organizational identity, belongingness, pride and commitment. Likewise, under the same objective, all officials and employees are required to wear the prescribed ID Card at all times while they are within the NIA premises.

4.2 Top and Senior Management Officials (Department Managers and above), may not wear the herein prescribed uniforms especially on occasions requiring the wearing of formal or business attire.

4.3 On Free/Wash Days (Friday) where there is no prescribed office uniform, employees shall be dressed in appropriate business attire (Revised CSC Dress Code). The wearing of "maong" pants, although generally prohibited, may be considered appropriate when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).

4.4 Clinic Physicians and Dentists may be allowed exemption from wearing the herein prescribed office uniform. However, they are required including their medical and dental staff to wear White Laboratory Gown or White Blazer and overcoat in the performance of their medical/dental work.

4.5 The wearing of scarves and other accessories that would create/project a different style of the herein prescribed female uniform is not allowed.

#### **5. PROHIBITION WHILE IN UNIFORM**

5.1 Wearing of sandals, slippers, or rubber shoes inside the office premises

5.2 The following attire shall be prohibited for all government employees when performing official functions inside the workplace (per CSC revised dress code):

5.2.1 Gauzy, transparent or net-like shirt or blouse;

5.2.2 Sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank-tops, blouse with over-plunging necklines;

5.2.3 Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;

- 5.2.4 Rubber sandals, rubber slippers, "bakya";
- 5.2.5 Ostentatious display of jewelry, except for special occasions and during official celebrations;
- 5.2.6 Wearing of heavy or theatrical make-up
- 5.3 Taking off the Polo Barong/official uniform by male employees while inside the office compound.
- 5.4 Wearing of the male official uniform with color or printed undershirts.

## 6. PENALTIES

6.1 Employees who fail to wear the prescribed office uniform or violate any of the aforementioned prohibitions shall be meted the following penalties:

1<sup>st</sup> time----- 1<sup>st</sup> warning (issuance of memo which will form part of of the employee's 201 file)

2<sup>nd</sup> time----- stern warning (issuance of 2<sup>nd</sup> memo which will form part of the employee's 201 file)

After two warnings and the issuance of corresponding memo, the employee who commits a third violation in the wearing of the prescribed uniform shall be required to REFUND in FULL the whole amount of CUA without prejudice to the filing of appropriate administrative charges for *violation of reasonable office rules and regulations* (Sec. 22, Rule XIV, Discipline, Omnibus Rules Implementing Book V of EO 292 and Other Pertinent Civil Service Laws) as hereunder quoted shall apply:

1 <sup>st</sup> Offense	>	Reprimand;
(after 2 warnings)		
2 <sup>nd</sup> Offense	>	Suspension of fifteen (15) days;
3 <sup>rd</sup> Offense	>	Dismissal

6.2 Deviations from design and material shall subject an employee to the same penalty as stated in item 6.1 above.

The Security Guards on duty shall list down the names of the violators and furnish a copy of same to the Department Manager/Chief of Office concerned for information. Another copy of the said list shall be submitted to the PRMD/Administrative Division/Personnel Section/responsibility center concerned for appropriate action.

**7. EFFECTIVITY**

This Circular takes effect on the grant of the CUA.

**8. FUNDING SOURCE**

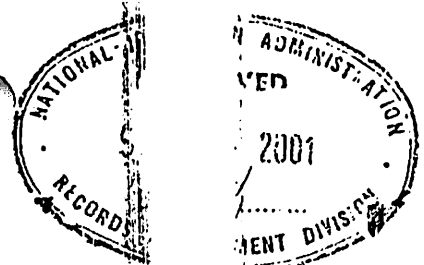
The CUA for CY 2001 shall be charged to the respective funds of the offices concerned.

Strict compliance hereon is enjoined.



**JESUS EMMANUEL M. PARAS**  
Administrator

10 September 2001



## NATIONAL IRRIGATION ADMINISTRATION

### BOARD OF DIRECTORS RESOLUTION

**SUBJECT:** Clothing and Uniform Allowance of NIA Personnel for CY 2001

#### RESOLUTION NO. 7031-01 SERIES OF 2001

**RESOLVED**, as it is hereby resolved, that the Grant of Clothing and Uniform Allowance (CUA) to qualified NIA personnel for CY 2001 in the amount of THREE THOUSAND PESOS (P3,000.00) pursuant to DBM Circular Letter No. 2001-5 dated March 1, 2001, be and is hereby approved.

Funds to cover the CUA of personnel of the Central, Regional and Field Offices whose salaries and wages are charged against the current Operating Budget estimated at P 17,883,000 (Breakdown of funding estimates attached as Annex "B") are included in the approved budget for the current year, while those of the Project personnel shall be charged against their respective Project Funds.

Date Adopted:

August 30, 2001

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on August 30, 2001.

783<sup>rd</sup> Regular Meeting

**FRANK S. ABALO**  
Corporate Board Secretary