

J. Apr 2002

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

MC # 22 s. 2002

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/STAFF/REGIONAL/OPERATIONS/PROJECT
MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION
SUPERINTENDENTS AND ALL OTHERS CONCERNED
National Irrigation Administration**

**SUBJECT : UNIFORM AND CLOTHING ALLOWANCE (UCA) OF NIA
PERSONNEL FOR CY 2002**

Pursuant to NIA Board Resolution No. 7073-02 dated March 4, 2002, NIA male and female personnel are hereby granted UCA for CY 2002 amounting to Four Thousand Pesos (P4,000.00) each as prescribed in Sub-Section 2.8 of Section 2.0 of the General Appropriation Act of CY 2002.

1. POLICY STATEMENT

NIA employees are required to wear the herein prescribed office uniform to maintain organizational identity, belonging, pride and commitment.

2. COVERAGE

- 2.1 NIA employees whether employed under permanent, temporary, co-terminous, casual, on contract with, and on detail and are in the service as of actual grant of the allowance are entitled to the UCA herein authorized.
- 2.2 Those who are on leave of absence without pay at the time of the grant of the UCA are entitled to receive same only upon return to duty, within the covered period of wearing the uniform.
- 2.3 Lady employees on the family way/in mourning may be exempted from wearing the uniform during the said period/periods. The latter, however, shall be required to wear white and/or black dress only, the customarily observed mourning colors.

3. DISQUALIFICATIONS

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

- 3.1 those who are no longer in the service due to retirement, resignation, separation or for whatever reason;
- 3.2 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.

4. GENERAL RULES AND POLICIES

4.1 PAYMENT METHODOLOGY

The approved UCA will be given in kind in the form of office uniforms for all qualified officials and employees instead of giving it outright in cash as hereunder prescribed.

It is understood, however, that any difference accruing from the P4,000.00 UCA after deducting the actual total payment for the prescribed uniforms shall be given to the concerned officials and employees.

4.2 UNIFORM MATERIALS, STYLE, DESIGN AND SCHEDULE

4.2.1 For the males

In line with the "Buy Filipino" program and as contained in Memorandum Circular No. 2, s. 2002 of the Office of the President, the use of local fabrics is encouraged to help promote the purchase of locally made products to boost the domestic economy.

The herein prescribed style and design of the upper apparel shall be worn with pants of dark color and as per schedule indicated hereunder. They are required to wear shoes and socks appropriate therefor.

<i>Schedule</i>	<i>Color</i>	<i>Style/Design</i>
Monday	White	Polo Barong /Barong Tagalog
Tuesday	Gray	} Polo/Trubenized Collar (short or long sleeves)
Wednesday	Mint Green	
Thursday	Light Brown	
Friday	Free/Wash Day	

4.2.2 For the females

- (a) The style, design and materials shall strictly conform with the specifications based on the approved style/designs and materials of the female uniforms and with prototype that the Dressmakers/Couturiers have submitted and subsequently chosen via majority vote of the C.O. female employees and approved by the NIA-CO Uniform Committee, more particularly described hereunder.

<i>Schedule</i>	<i>Description</i>
Monday	- Mocca Blouse & Russet Skirt <u>ONLY</u>
Tuesday	- Light Gray Blouse/Black Skirt <u>OR</u> Slacks
Wednesday	- Light Gray Blouse & Dark Gray Skirt <u>OR</u> Slacks
Thursday	- Beige Blouse/Black Skirt <u>ONLY</u>
Friday (Free/Wash Day)	- Appropriate Business Attire

- (b) Wearing of the blazer is optional.

- (c) Actual measurements (prototype) of the uniform on the female employee shall be conducted at the Central/Regional/Operation/Project/Field Offices concerned by the Dressmaker/Couturier concerned.

- (d) The specifications on style, design and materials are specifically described under Annex "A" hereof.

5. EFFECTIVITY

This Circular takes effect on the grant of the UCA.

6. OTHER IMPLEMENTING RULES AND REGULATIONS

- 6.1 Top and Senior Management Officials (Department/Regional/Operation/Project Managers and above), may not wear the herein prescribed uniform.

- 6.2 The NIA shall provide the male employees with the material for the uniforms herein prescribed. The cost of the material shall be retained/deducted from their UCA. Whatever balance left shall be given to the employees in cash.

6.3 The wearing of blazer by the female employees is optional, thus:

- (a) Those who desire to order by custom-made shall be done individually.
- (b) Payment of same shall be shouldered and paid directly to the Dressmaker/Couturier by the official or employee concerned.
- (c) The female employees may opt to wear the four (4) blazers prescribed for each of the four (4) sets of uniform OR to wear black blazer ONLY with any of the prescribed uniforms because of its neutrality and universal acceptance.

7. PROHIBITIONS WHILE IN UNIFORM

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

- Gauzy, transparent or net-like shirt or blouse;
- Sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank-tops, blouse with over-plunging necklines;
- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- Rubber sandals, rubber slippers, "bakya";
- Ostentatious display of jewelry, except for special occasions and during official celebrations;
- Wearing of heavy or theatrical make-up
- Taking off the Polo Barong/official uniform by male employees while inside the office compound.
- Wearing of the male official uniform with color or printed undershirts.

8. EXEMPTIONS

Employees who are performing unskilled/semi-skilled/skilled jobs such as Mechanics, Carpenters, Electricians, WRF Tenders, Laborers, etc. who by the nature of their job are required to wear T-shirts (preferably with no collar) for the efficient performance of their tasks are exempted from wearing the herein prescribed office uniform while on duty. They are, however, required to wear the latter when reporting for work.

Chiefs of Responsibility Centers concerned are encouraged to come up with a common color of the working T-shirt (preferably of green color) for their concerned staff with a NIA logo print, if possible.

9. PENALTIES

9.1 Employees who fail to wear the prescribed office uniform or violate any of the aforementioned prohibitions shall be meted the following penalties 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 st Offense	>	Reprimand;
2 nd Offense	>	Suspension of fifteen (15) days;
3 rd Offense	>	Dismissal

9.2 Deviations from design and material shall subject an employee to the same penalty as stated in item 9.1 above.

10. RESPONSIBLE OFFICES/PERSONS

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.

11. SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Office of the Assistant administrator for Administrative Services for resolution.

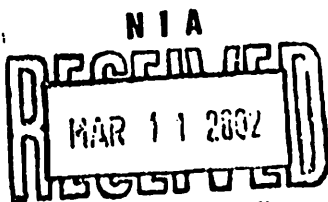
12. FUNDING SOURCE

The CUA for CY 2002 shall be charged to the respective funds of the offices concerned.

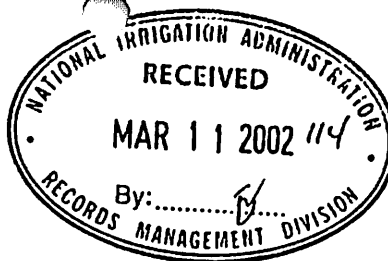
Strict compliance hereon is enjoined.


JESUS EMMANUEL M. PARAS
Administrator

2 April 2002



Administrator's Office



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Grant of Uniform and Clothing Allowance for CY 2002

RESOLUTION NO. 7073-02
SERIES OF 2002

RESOLVED, as it is hereby resolved, that the grant of uniform and clothing allowance in cash for CY 2002 (UCA) in the full amount of P4,000.00 per qualified NIA official/ employee in the service as of March 1, 2002 or thereafter is hereby noted.

RESOLVED, as it is hereby further resolved that funds to cover the subject allowance of regular personnel, whose salaries/ wages are charged to corporate funds entailing an amount of P 17.3M are incorporated in the approved COB for CY 2002 while those of project personnel shall be charged against their respective Project funds.

Date Adopted:

March 4, 2002

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 March 4, 2002.

Special Board Meeting

[Signature]
FRANK S. ABALOS
Corporate Board Secretary

NOTED BY:

[Signature]
JESUS EMANUEL N. PARAS
Administrator

BR # 7073-02 cited. 03.04.02