



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

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OUR REFERENCE:

MC NO. 20 S. 2006

MEMORANDUM CIRCULAR

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

SUBJECT : **GRANT OF UNIFORM AND CLOTHING ALLOWANCE FOR CY 2006**

NIA male and female personnel are hereby granted Uniform and Clothing Allowance (UCA) for CY 2006 in the amount of Four Thousand Pesos (P4,000.00) each as authorized under Budget Circular No. 2003-8 dated December 08, 2003 of the Department of Budget and Management subject to the following guidelines.

1. COVERAGE

- 1.1 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.
- 1.2 Those who are in the service as of actual grant of the allowance or hired within the calendar year 2006, provided, that he/she serves the agency for another six (6) months from the day he/she receives the allowance;
- 1.3 Those who are on approved leave of absence at the time of the grant of the UCA are entitled to receive same only upon return to duty within the calendar year 2006.

2. DISQUALIFICATION

NIA personnel under the following circumstances as of actual grant of the allowance by the Office concerned are not entitled to UCA 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 service and job orders; and others similarly situated.

3. PAYMENT METHODOLOGY

The amount of Four Thousand Pesos (P4,000.00) UCA is to be given in cash due to time constraints. The selection/prescription of new sets of uniform involves tedious process particularly for female employees coupled with the prescription to use Philippine Tropical Fabrics for Uniform of Public Officials and Employees pursuant to RA 9242 which was duly disseminated under NIA MC No. 04, s. 2006. It is also feasible and appropriate to practice economy during these hard, difficult times.

4. UNIFORM / CLOTHING OPTIONS AND SCHEDULE

- 4.1 Female/male employees whose existing uniforms are still wearable may continue wearing the same as per schedule.
- 4.2 On the other hand, female/male employees whose existing uniforms are no longer wearable/presentable (faded, tattered, outgrown) shall wear a unicolor top apparel paired off with matching skirts or slacks/pants, as follows:

a. Female Uniform (upper apparel)

<u>Schedule</u>	<u>Description (Dress Code-Compliant)</u>
Monday	- White
Tuesday	- Gray
Wednesday	- Beige
Thursday	- Brown
Friday (Free/Wash Day)	- Appropriate Business/Office Attire

b. Male Uniform (upper apparel)

<u>Schedule</u>	<u>Description (Collared T-shirt/Polo shirt/ Polo Barong/Barong Tagalog)</u>
Monday	- White
Tuesday	- Beige
Wednesday	- Blue
Thursday	- Green
Friday (Free/Wash Day)	- Appropriate Business/Office Attire

5. OTHER RULES AND REGULATIONS

- 5.1 The wearing of identification card by NIA employees within the office/building complex is mandatory. A uniform "I. D. holder" preferably green in color bearing the Agency's name and logo may be required.
- 5.2 Top and Senior Management Officials (Department Managers and above), may not wear the herein prescribed uniform/ clothing especially on occasions requiring the wearing of formal or business attire.
- 5.3 Clinic Physicians, Dentists and the medical and dental staff are exempted from wearing the herein prescribed uniform/clothing options. They are, instead, required to wear white laboratory gown or white blazer/overcoat in the performance of their medical/dental work.
- 5.4 Lady employees on the family way/in mourning may be exempted from wearing the prescribed uniform/clothing options during the said period/s. The latter, however, shall be required to wear white and/or black dress only, the customarily observed mourning colors.

6. PROHIBITIONS

- 6.1 Wearing of sandals, slippers, or rubber shoes inside the office premises.
- 6.2 The following attire shall be prohibited for all government employees when performing official functions, inside the workplace (per CSC Revised Dress Code):
 - a) gauzy, transparent or net-like shirt or blouse;
 - b) sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank-tops, blouse with over-plunging necklines;
 - c) rubber sandals, rubber slippers, "bakya";
 - d) ostentatious display of jewelry, except for special occasions and during official business.
- 6.3 The wearing of scarves and other accessories and alteration of design that would create/project a different style of the official female uniform.
- 6.4 Taking off the top/upper apparel by male employees while inside the office compound.
- 6.5 Wearing of the official uniform with colored or printed undershirts by the male employees and inner blouse by the female employees.

7. PENALTIES

- 7.1 Employees who fail to wear the prescribed uniform/clothing option or violate any of the aforementioned prohibitions shall be meted the penalties without prejudice to the filing of appropriate administrative charges for violation of reasonable office rules and regulations (Sec. 22 Rule XVI, Discipline, Omnibus Rules Implementing Book V of EO 292 and other Pertinent Civil Service Laws).
- 7.2 Non-wearing of identification card shall be ground for disciplinary action against the concerned employee/s.

8. EXEMPTION

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

9. RESPONSIBLE OFFICIALS

It is the inherent function of each and every Regional/Department/Division Managers/Irrigation Superintendent/Provincial Irrigation Officer to discipline their own ranks as regards the wearing of uniform and I. D. They shall, therefore, see to it that a report on erring employees/violators shall be submitted to the Personnel Division/Unit concerned which shall take charge of consolidating, monitoring, recording/filing and refer same to the Committee on Discipline.

10. SAVING CLAUSE

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

11. FUNDING SOURCE

The UCA for CY 2006 shall be charged to the respective funds of the Offices concerned.

Strict compliance hereon is enjoined.


BALTAZAR H. USIS
Administrator

3 May 2006