

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

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OUR REFERENCE:  
MC No. 29 S. 2007

**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 / CLOTHING ALLOWANCE (U/CA) FOR 2007**

NIA male and female personnel are hereby granted Uniform and Clothing Allowance (U/CA) for CY 2007 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 AND EXEMPTIONS**

This Circular shall apply to the following:

- 1.1 Those employed under permanent, temporary or casual status, co-terminous/contractual personnel whose employment is in the nature of a regular employee and in the service as of actual grant of the allowance are entitled to the U/CA herein authorized.
- 1.2 Those who are in the service as of actual grant of the allowance or hired within the calendar year 2007, provided, that he/she serves the agency for another six (6) months from the day he/she receives the allowance;

It shall not apply, however, to the following:

- 1.3 Those who are on leave without pay or on training/study/scholarship grant and other similar activities for more than six (6) consecutive months within the calendar year 2007;
- 1.4 Those who are hired on job order basis as consultants, experts, apprentices, laborers of contracted projects (pakiao), including those paid on piecework basis, and others similarly situated.

**2. PAYMENT METHODOLOGY**

The amount of Four Thousand Pesos (P4,000.00) is to be given in cash for economy and practical reasons. Moreover, it is allowed under the pertinent provision of the Annual General Appropriations Act.

### 3. UNIFORM / CLOTHING OPTIONS AND SCHEDULE

- 3.1 The plain unicolor top apparel with matching black/dark color skirts/slacks and pants for female and male employees, respectively, shall be observed, viz:

a. Upper Apparel

**SCHEDULE**

**DESCRIPTION**

	<b><u>Female</u></b> (w/collar & sleeve dress code compliant)	<b><u>Male</u></b> ( T-shirt/Polo shirt/ Polo Barong/Tagalog)
Monday	Green	Green
Tuesday	Blue	Blue
Wednesday	White	White
Thursday	Yellow	Beige
Friday (Wash Day)	Appropriate Business/Office Attire	

### 4. OTHER RULES AND REGULATIONS

- 4.1 NIA personnel who are expected to render at least six (6) consecutive months in calendar year 2007 including leaves of absence with pay shall be entitled to U/CA;
- 4.2 Newly hired NIA personnel shall be entitled to U/CA after they have rendered six (6) consecutive months of service or in the next grant thereof whichever comes later;
- 4.3 The U/CA of NIA personnel who are on detail with other government agencies shall be borne by the mother agency;
- 4.4 NIA personnel who transferred to other agencies during the first six (6) months of calendar year 2007 and were not granted U/CA, whether in cash or in kind, by their former agencies, shall be granted U/CA by their new agencies. If they transferred to other agencies within the last six months of calendar year 2007 they shall no longer be granted U/CA by their new agencies as by then they are deemed to have been granted U/CA by their former agencies;
- 4.5 NIA personnel who are required to wear uniform at all times in the performance of their functions such as security guards shall be granted U/CA whether or not they met the service requirement;
- 4.6 The wearing of identification card by NIA employees within the office/building is mandatory. A uniform "I.D. holder" preferably green in color bearing the Agency's name and logo may be required;
- 4.7 Top and Senior Management Officials (Department Managers and above) may not wear the herein prescribed uniform/clothing options especially on occasions requiring the wearing of formal or business attire;
- 4.8 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;
- 4.9 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.

## **5. PROHIBITIONS**

- 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):
- 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.
- 5.3 Taking off the top/upper apparel by male employees while inside the office premises;

## **6. PENALTIES**

- 6.1 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).
- 6.2 Non-wearing of identification card shall be ground for disciplinary action against the concerned employee/s.

## **7. 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.

## **8. 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 the same to the Committee on Discipline.


## **9. SAVING CLAUSE**

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

## **10. FUNDING SOURCE**

The U/CA for CY 2007 shall be charged to the respective funds of the Offices concerned.

Strict compliance hereon is enjoined.

  
**MARCELINO V. TUGAOEN, JR.**  
OIC-Administrator