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OUR REFERENCE:
MC No. 16 s. 2010

MEMORANDUM CIRCULAR

TO : THE ACTING DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS, DIVISION MANAGERS AND OTHERS CONCERNED

SUBJECT: GRANT OF UNIFORM / CLOTHING ALLOWANCE FOR 2010

NIA male and female personnel are hereby granted Uniform and Clothing Allowance (U/CA) for CY 2010 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 provided they are able to complete at least six (6) consecutive months active employment within the year including leaves of absence with pay.

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 2010;
- 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.
- 1.5 Those who retired effective January 1, 2010 under the NIA Rationalization Plan and were authorized to continue to report for work after effectivity of retirement pending receipt of full payment of retirement benefits and incentives package pursuant to EO 366 / EO 718.
- 1.6 Those who retired effective on actual grant of the allowance or earlier under any of the regular retirement modes.

2. PAYMENT METHODOLOGY

The amount of Four Thousand Pesos (P4,000.00) is to be given in cash for economy and practical reasons. This is, moreover, pursuant to the pertinent provision of the annual General Appropriations Act which prescribes that the U/CA may be given in cash or in kind.

3. UNIFORM / CLOTHING OPTIONS AND SCHEDULE

- 3.1 As prescribed in the previous years, plain unicolor top apparel with matching black/dark/suitable color skirts/slacks for females and pants for male employees shall continue to be observed, viz:

Upper Apparel

Weekday Schedule	COLOR Plain unicolor	DESCRIPTION	
		Female	Male
Monday Tuesday Wednesday Thursday	Pure White Lilac Yellow Beige	With collar & sleeves dress code-compliant; no collar/sleeves blouse shall be worn with blazer/cardigan/any appropriate overblouse	Polo or Polo Barong or Barong Tagalog; T-shirt (without collar) is discouraged
Friday (Wash Day) Appropriate Business/Office Attire			

The wearing of worn-out/faded clothes is discouraged. Employees/officials shall see to it that they project professionalism, respectability and neatness in the performance of their official functions.

4. OTHER RULES AND REGULATIONS

- 4.1 The U/CA of NIA personnel who are on detail with other government agencies shall be borne by the mother agency, i.e., NIA.
- 4.2 NIA personnel who transferred to other agencies during the first six (6) months of calendar year 2010 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 2010 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;
- 4.3 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 meet the service requirement;
- 4.4 The wearing of identification card (I.D.) by NIA personnel within the office/building is mandatory.
- 4.5 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;
- 4.6 Clinic Physicians, Dentists and the medical and dental staff are likewise covered by the herein prescribed uniform/clothing options and shall likewise observe the color-coding schedule. They are, however, required to wear white laboratory gown or white blazer/overcoat in the performance of their medical/dental work. The concerned staff shall see to it that the whiteness of their gown/blazer/overcoat has not been exposed to either wear and tear, or to extraneous colors rendering it dull or grayish.
- 4.7 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 NIA 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 I.D. 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 occupational-friendly T-shirt (no collar but with sleeves) for the efficient performance of their tasks are exempted from wearing the herein prescribed uniform/clothing options while on duty. They shall, however, observe the color-coding schedule.

8. RESPONSIBLE OFFICIALS

It is the inherent function of each and every Regional/Department/Project/Division Managers/head of Office 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 Human Resources 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 Deputy Administrator, Administrative and Finance Sector for resolution.

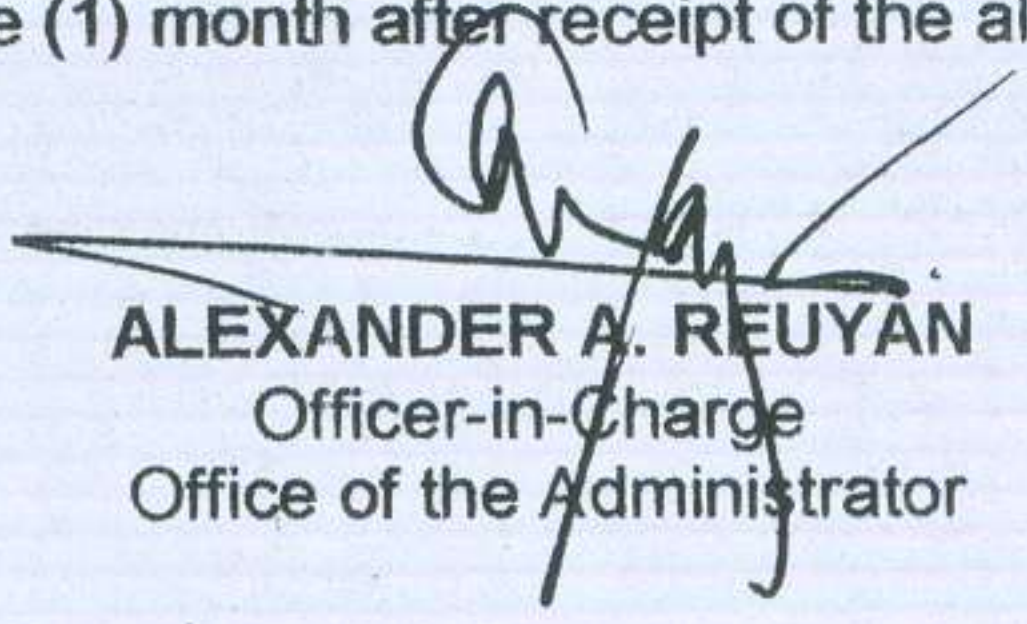
10. FUNDING SOURCE

The U/CA for CY 2010 shall be charged to the respective funds of the Offices concerned.

11. EFFECTIVITY

Wearing of the herein prescribed plain unicolor top apparel for both male and female employees and officials shall take effect one (1) month after receipt of the allowance.

For strict compliance.


ALEXANDER A. REUYAN
Officer-in-Charge
Office of the Administrator

4 March 2010