



MEMORANDUM CIRCULAR No. **44**

Series of 2026

**TO: THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
THE REGIONAL/DEPARTMENT/PROJECT MANAGERS, DIVISION
MANAGERS, AND ALL OTHERS CONCERNED**

SUBJECT: LIFTING OF WEARING OF OFFICE UNIFORM

In our steadfast commitment to the health, workplace welfare, and overall protection of NIA personnel, the agency is taking proactive measures to mitigate the risks associated with the current extreme climatic conditions. Taking into consideration the dangerously high heat index recorded across various regions, the requirement for wearing the prescribed office uniform is hereby lifted from April 13 to June 26, 2026. This strategic suspension is intended to safeguard employees against heat-related illnesses such as heat stress, exhaustion, and heat stroke, ensuring that the physical discomfort of the season does not impede organizational productivity or individual well-being.

By allowing for greater flexibility in attire during this period, the agency acknowledges that even localized heat exposure can have a cumulative effect on the body's ability to regulate temperature. Consequently, employees are granted the liberty to wear more breathable and heat-appropriate clothing during required on-site reporting days. While this lifting provides necessary relief, all personnel are reminded of the continued necessity to adhere to the standards of "proper clothing" for a government office. Furthermore, please be guided by the specific prohibitions under item 10 of NIA MC No. 18, s. 2025, which remains in effect to ensure that professionalism is maintained alongside our health-centric approach:

"10.0 PROHIBITION. The following attire shall be prohibited for all NIA employees when performing official functions and during wash day while inside the workplace (per Civil Service Commission Revised Dress Code):

- a. Collarless T-shirt;
- b. Blouses with over-plunging necklines
- c. Backless top/plunged back top;
- d. Sleeveless
- e. See-through clothing
- f. Gauzy, transparent, or net-like clothing;



- g. Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)*
- h. Leggings, above-the-knee skirt, walking shorts, cycling shorts and jogging pants (unless worn during official events involving physical exercise);*
- i. Ripped Jeans;*
- j. Short pants;*
- k. Sandals, slippers, and slip-ins exposing toes;*
- l. Excessive jewelry, except for special occasions and during official celebrations;*
- m. Heavy or theatrical make-up, except for those engaged in the performing arts, and*
- n. Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.*
- o. Other prohibition includes taking off the top/upper apparel by male employees while inside the office premises as well as faded/worn-out jeans and tunnel earrings.*

Moreover, employees shall always wear their ID while inside the NIA premises for proper identification.

Lastly, kindly note that wearing of the uniform will resume on June 29, 2026 (Monday).

Be guided accordingly.

ENGR. EDUARDO EDDIE G. GUILLEN

Administrator

27 APR 2026