

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

P216-1667
697-13 0004

6-9-04

JUN 09 2004

DEPARTMENT ORDER)

**SUBJECT: WEARING OF OFFICE UNIFORMS
FOR CY 2004**

No. 65)

Series of 2004

SMAR 6-9-04

A. PRESCRIBED UNIFORMS FOR MONDAY TO THURSDAY

Hereunder are the prescribed office uniforms for CY 2004 for different categories of officials and employees. Unless otherwise indicated, the uniform shall be worn from Monday to Thursday.

- 1. Male Presidential Appointees**
White Long-Sleeved Barong and Black Pants
- 2. Female Presidential Appointees**
Appropriate Uniform to be collectively chosen by the female officials concerned
- 3. Male Executives (at least Salary Grade 24) and Lawyers**
Black Pants and Long-Sleeved Barong in the following colors:

Monday	: White
Tuesday	: Green
Wednesday	: Old Rose
Thursday	: Cream
- 4. Male Rank-and-File Employees**
Black Pants and Short-Sleeved Barong in the same colors as in item no. 3
- 5. Female Executives (at least Salary Grade 24) and Lawyers**
Blouse, Skirt and Blazer in the following colors:

Monday	: Peach
Tuesday	: Green
Wednesday	: Old Rose
Thursday	: Cream
- 6. Female Rank-and-File Employees**
Blouse and Skirt or Pants in the same color as in item no. 5. Wearing of Blazer is optional.
- 7. Trades and Crafts Employees**

Monday: White Short-Sleeved Barong and Black Pants during the flag ceremony, with the option to change into the prescribed Blue T-Shirt and Denim Pants after the flag ceremony.

Tuesday to Thursday: Blue T-Shirt and appropriate Pants (to be procured by the employees using the partial refund of clothing allowance).
- 8. Drivers**

Monday: White Short-Sleeved Barong and Black Pants

Tuesday and Thursday: Either Gray or White Polo Jacket and dark-colored Pants (to be procured by the employees using the partial refund of clothing allowance).

Wednesday: Gray Polo Jacket and dark-colored Pants

9. Medical and Dental Staff and Security Guards

Monday to Friday: White uniforms with designs prescribed under BAC Resolution of Award No. G001-04 dated 11 February 2004.

B. PROCUREMENT OF UNIFORMS OUTSIDE CENTRAL OFFICE

Regional and District Offices may procure their own uniform material in accordance with existing procurement rules and regulations, provided that the materials, design and colors of uniforms prescribed in the Central Office are strictly observed.

C. OTHER APPROPRIATE ATTIRE

Friday shall be considered "Wash Day." Officials and employees (except security guards and medical staff who shall continue to wear white uniforms) may wear any appropriate attire, in accordance with the Civil Service Commission dress code. Among the prohibited clothes are shorts, cropped (capri) pants, undershirt, halter tops, see-through clothes and other unprofessional attire inappropriate for office wear. Also prohibited is the wearing of slippers in the office.

Exempted from the wearing of uniform are employees in mourning wearing black attire and women in advanced stage of pregnancy. However, pregnant women shall endeavor to wear clothes in the same colors as the prescribed uniforms.

Employees who are retiring within 2004 have the option not to wear the new uniforms provided that they continue to wear the existing uniforms (blue and brown).

D. EFFECTIVITY AND RESPONSIBILITY

This Order shall take effect immediately. Officials and employees who have not received the new uniforms shall continue to wear the old uniforms (blue and brown) until the new uniforms are delivered.

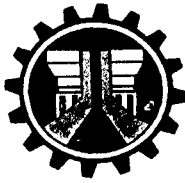
The Division Chiefs and other Heads of Offices shall be held responsible for the wearing of uniform of the employees under their supervision. The Security Guards shall assist the Heads of Offices in monitoring the wearing of office uniforms including IDs of employees.

E. UNIFORMS FOR SUCCEEDING YEARS

It has been observed that employees stop wearing their uniforms about a year after they have been prescribed. The common reasons are that the uniforms are already faded or they no longer fit the employee who nevertheless refuses to buy new sets of uniforms with the clothing allowance that has been received entirely in cash every other year. In view of this, and in order to ensure consistent wearing of uniforms, which projects or enhances professionalism in the office, the uniforms shall be replaced every year instead of every other year.

For compliance.


FLORANTE SORIQUEZ
Acting Secretary



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01-19-2005

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

12 January 2005

MEMORANDUM

FOR / TO : All Officials and Employees
This Department

SUBJECT : Wearing of Office Uniforms for CY 2005

Considering that the office uniforms for CY 2004 have been delivered only recently, they shall be worn for CY 2005, and the clothing allowance for CY 2005 shall be given in cash as soon as funds become available.

The prescribed office uniforms for CY 2004 provided for under D.O. No. 65, s. 2004, shall be adopted for CY 2005. The relevant provisions of the D.O. are hereby reiterated and clarified.

A. PRESCRIBED UNIFORMS FOR DIFFERENT PERSONNEL CATEGORIES

1. Male Presidential Appointees

Black Pants and White Long-Sleeved Barong in the following designs :

Monday and Wednesday : Scattered embroidery

Tuesday and Thursday : U-shaped embroidery

2. Female Presidential Appointees

Appropriate Uniform to be collectively chosen by the female officials concerned

3. Male Executives (at least Salary Grade 24) and Lawyers

Black Pants and Long-Sleeved Barong in the following colors:

Monday : White

Tuesday : Green

Wednesday : Old Rose

Thursday : Cream

4. Male Rank-and-File Employees

Black Pants and Short-Sleeved Barong in the same colors as in item no. 3

5. Female Executives (at least Salary Grade 24) and Lawyers

Blouse, Skirt and Blazer in the following colors:

Monday : Peach

Tuesday : Green

Wednesday : Old Rose

Thursday : Cream

6. Female Rank-and-File Employees

Blouse and Skirt or Pants in the same color as in item no. 5. Wearing of Blazer is optional.

7. Trades and Crafts Employees

Monday: White Short-Sleeved Barong and Black Pants during the flag ceremony, with the option to change into the prescribed Blue T-Shirt and Denim or other appropriate Pants after the flag ceremony.

Tuesday to Thursday: Blue T-Shirt and Denim or other appropriate Pants (to be procured by the employees using the partial refund of clothing allowance).

8. Drivers

Monday: White Short-Sleeved Barong and Black Pants

Tuesday and Thursday: Either Gray or White Polo Jacket and Black Pants (to be procured by the employees using the partial refund of clothing allowance).

Wednesday: Gray Polo Jacket and Black Pants

9. Medical and Dental Staff and Security Guards

Monday to Friday: White uniforms with designs prescribed under BAC Resolution of Award No. G001-04 dated 11 February 2004.

B. PROCUREMENT OF UNIFORMS OUTSIDE CENTRAL OFFICE

Regional and District Offices may procure their own uniform material in accordance with existing procurement rules and regulations, provided that the materials, design and colors of uniforms prescribed in the Central Office are strictly observed.

C. OTHER APPROPRIATE ATTIRE

Friday shall be considered "Wash Day." Officials and employees (except security guards and medical staff who shall continue to wear white uniforms) may wear any appropriate attire, in accordance with the Civil Service Commission dress code. Among the prohibited clothes are shorts, cropped (capri) pants, undershirt, halter tops, see-through or body-hugging clothes and other unprofessional attire inappropriate for office wear. Also prohibited is the wearing of slippers in the office.

Exempted from the wearing of uniform are employees in mourning wearing black attire and women in advanced stage of pregnancy. However, pregnant women shall endeavor to wear clothes in the same colors as the prescribed uniforms.

D. EFFECTIVITY AND RESPONSIBILITY

This Order shall take effect immediately. Officials and employees who have not received the new uniforms shall continue to wear the old uniforms on the following days until the new uniforms are delivered.

Monday and Wednesday : Blue

Tuesday and Thursday : Brown

The Division Chiefs, Executive Assistants and Heads of Offices shall be held responsible for the wearing of uniform of the employees under their supervision. The Security Guards shall assist the Heads of Offices in monitoring the wearing of office uniforms including IDs of employees.

For compliance.


FLORANTE SORIQUEZ
Secretary