

ADMINISTRATIVE ORDER NO. 2011-006

PRESCRIBING GUIDELINES FOR THE WEARING OF OFFICE UNIFORMS AND PROVIDING DISCIPLINARY ACTION FOR NON-COMPLIANCE IN CONFORMITY WITH ITEM (C) OF SECTION 22, RULE XIV, REVISED OMNIBUS RULES IMPLEMENTING BOOK V OF THE ADMINISTRATIVE CODE OF 1987 AND OTHER PERTINENT CIVIL SERVICE LAWS:-

The prescription of a dress code for all government officials and employees conforms to the provisions of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and its intent goes beyond maintaining modesty and proper decorum in the civil service. The wearing of the appropriate office attire leaves as well an impression on the public on whether or not government officials and employees perform and discharge their duties with the highest degree of, *inter alia*, excellence and professionalism. City Hall employees and officials, being at the line with direct citizens' exposure in the administration of city affairs must always set the example not just of modesty and proper decorum in their day-to-day transactions with the public but also of utmost professionalism.

NOW THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Prescribed Uniform. The wearing of the new city office uniform, starting **June 27, 2011**, is hereby prescribed for officials and employees (permanent and/or casuals) while in office during regular office hours, with the following guidelines:

Male and Female Officials and Employees Prescribed Uniform

	Male	Female
Monday	<i>Type A Uniform White Polo Barong and Gray Pants</i>	<i>Type A Uniform Gray blouse and gray skirt/pants</i>
Tuesday to Thursday	<i>Type B Uniform Polo Jacket and Brown Pants</i>	<i>Type B Uniform Yellow-cream blouse and skirt/pants</i>
Friday	<i>Wash day</i>	<i>Wash day</i>

In view of the nature of their work, maintenance, market and PSO personnel shall wear the uniforms as their respective departments may prescribe. For this purpose, maintenance personnel shall be understood as those whose actual functions are to provide general services for the repair and maintenance of buildings, machineries and equipment as well as upkeep of surroundings, such as plumbers, electricians, air-con technicians, carpenters, street cleaners and utility workers.

Heads of departments and offices, shall, within five (5) days from receipt of this order, submit to the City Mayor the prescribed uniforms of their maintenance personnel which shall form part of this Administrative Order.

Section 2. Appropriate Attire. Any appropriate office attire may be worn during Fridays. Appropriate office attire as herein mentioned refers to that prescribed by Civil Service Commission Memorandum Circular No. 19, s. 2000 (Revised Dress Code for All Government Officials and Employees) dated 31 October 2000, the pertinent portions of which read as follows:

4. Prohibited Attire. The following attire shall be prohibited for all government employees when performing official functions inside the workplace:

4.1. Gauzy transparent or net-like shirt or blouse;

4.2. *Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;*

4.3. *Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;*

4.4. *Rubber sandals, rubber slippers, "bakya."*

In relation to the above, the wearing of "capri" pants, pedal pushers and any other skin-tight clothings are likewise prohibited.

6. *Exemptions that may be allowed. In the implementation of this Dress Code, certain exemptions may be allowed, on the following grounds:*

6.1. *When the nature of the work of the official or employee demands that he/she wears clothing other than those prescribed above;*

6.2. *When religious affiliation or creed or any legitimate practice by the employee in relation thereto requires him/her to wear a particular clothing;*

6.3. *Physical disabilities and other legitimate health reasons;*

6.4. *Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;*

6.5. *Employees who lost a loved one can wear mourning clothes during the period of mourning;*

6.6. *Other circumstances analogous to the foregoing.*

In relation to Item 6.3, a medical certificate from the City Health Office or medical institutions must be submitted to the HRMO.

- 2.1. Wearing of Denim or "Maong" Pants. - Denim or "maong" pants, although generally prohibited (CSC MC No. 19, s. 2000, #3), may be considered as appropriate attire when paired with a collared polo shirt (for male employees), or any appropriate blouse or collared shirt (for female employees). In other words, the wearing of denim or "maong" pants is allowed provided the same is worn in accordance with these rules.
- 2.2. T-Shirts. - Collared t-shirts are allowed for both male and female employees. Non-collared t-shirts are prohibited.
- 2.3. Skirt Length. - Female officials and employees shall see to it that their skirts are knee-length. Definitely, mini and micro-mini skirts (i.e., 3 inches or more above the knee) are prohibited.
- 2.4. Appropriate Footwear. - Appropriate footwear (CSC MC No. 19, s. 2000) shall mean closed formal shoes. The following, even when worn inside the office premises, are prohibited:
 - a. Step-in exposing the toes;
 - b. Sandals exposing the toes; and
 - c. Rubber sandals, slippers, bakya.

However, the following are allowed:

- a. Mules; and
- b. Sling back shoes.

The wearing of rubber shoes, sandals is however, allowed on Fridays, and whenever the wearing of office uniforms is suspended.

Section 3. Wearing of Identification Card and Button Pin. The office I.D. and button pins shall be worn at all times, as it forms part of the official uniform covered by these Guidelines.

Section 4. Proper Grooming. - The sporting of long hair and the wearing of earrings and other body ornaments by male employees are not allowed.

Section 5. Request for Exemption from Wearing the Office Uniform. - Except for very special and meritorious reasons, all officials and employees who have been issued uniforms

shall wear them in accordance with the schedule provided. Requests for exemption must be submitted to the HRMO for appropriate action.

Section 6. Disciplinary Action for Non-Compliance. - Pursuant to the City Government's inherent power to discipline its personnel, the following penalties, after observance of the twin requirements of procedural due process of notice and hearing, shall be imposed upon all erring employees through administrative disciplinary proceedings for non-compliance with these Guidelines:

- a. First offense - Stern verbal warning
- b. Second offense - Reprimand
- c. Third offense - Suspension without pay for one (1) week
- d. Fourth offense and subsequent offenses - Suspension without pay for one (1) month

Section 7. Monitoring of Compliance with the Guidelines. - All heads of departments, chiefs of offices, immediate supervisors, and officers shall be responsible for the (1) implementation of these Guidelines; (2) monitoring compliance thereof; and (3) reporting and submitting cases of violations to the HRMO for appropriate disciplinary action.

The daily Report on Attendance and Tardiness (RAT) shall include a list of covered officials and employees who are not in office uniforms.

Section 8. Any matter not covered by these guidelines shall be referred to the HRMO for appropriate action.

Section 9. This Administrative Order shall be effective on immediately.

Issued this 29th day of February, 2011 at Naga City, Philippines.

JOHN G. BONGAT
City Mayor

Attested by:

FLORENCIO T. MONGOSO, JR, CSEE
Department Head II and Acting City Administrator