

ADMINISTRATIVE ORDER NO. 2019-002
VVV

PROVIDING FOR A REVISED DRESS CODE FOR CITY GOVERNMENT OFFICIALS AND EMPLOYEES

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.

It also leaves an impression on the public on whether or not government officials and employees perform and discharge their duties with the highest degree of excellence and professionalism. Hence, City Government officials and employees, being in the frontline of public service, must always set the example not just of modesty and proper decorum in their day-to-day activity but also of utmost professionalism.

Given the above reasons, all officials and employees are enjoined to conform with the following:

SECTION 1. PRESCRIBED UNIFORM. Starting July 1, 2019, the wearing of the specified uniform is hereby prescribed for officials and employees while in office during regular office hours, with the following guidelines:

Days	Permanent and Casual (Type A)	Job Order and Contract of Service
Monday and Thursday	White Polo Barong and Gray Pants	Naga Na! Polo Shirt
Tuesday and Friday	Dark Gray Polo Barong and Gray Pants	Naga Na! Polo Shirt
Wednesday	Appropriate attire	Appropriate attire

In view of the nature of their work, maintenance personnel, utility workers, carpenters, and solid waste management personnel, whose actual functions are to provide general services for the repair and maintenance of buildings as well as upkeep of surroundings, are exempt from wearing of Type A Uniform but are required to wear a polo shirt with embroidered city brand logo.

SECTION 2. WEARING OF UNIFORMS BY PUBLIC SAFETY OFFICE TRAFFIC PERSONNEL. PSO traffic personnel shall wear their own prescribed uniform and only when serving as such.



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SECTION 3. WEARING OF UNIFORM BY DRIVERS. Drivers shall always be in the prescribed uniform whenever they drive official vehicles of the city government, regardless of whether it is a wash day, weekend or holiday. Drivers are not covered by the provisions of Section 3 allowing "appropriate attire." When required to drive during Wednesdays, weekends or holidays, they shall wear the prescribed Naga Na! polo shirt.

SECTION 4. DRESS CODE FOR THE MEMBERS OF THE LGBTQ+ WORKERS. In view of the city government's commitment of fostering a gender-inclusive workplace, personnel belonging to the LGBTQ+ community shall be allowed to wear the uniform consistent with their preferred gender identity and expression.

SECTION 5. APPROPRIATE ATTIRE. Any appropriate office attire may be worn during Wednesdays. Appropriate office attire shall not contravene 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."

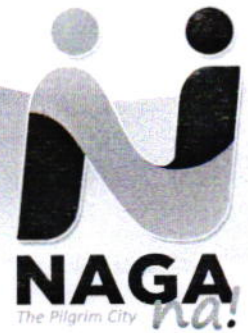
In relation to the above, the wearing of "capri" pants, pedal pushers and any other skin-tight clothing are likewise prohibited. xxx

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.





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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.

SECTION 6. WEARING OF IDENTIFICATION CARD. The office I.D. shall be worn at all times, as it forms part of the official uniform covered by these Guidelines.

SECTION 7. EXEMPTION FROM WEARING OF OFFICE UNIFORM MAYBE ALLOWED IN THE FOLLOWING CONDITIONS:

1. During the 2nd trimester of pregnancy of the employee, and
2. During the period of bereavement where the employee decide to wear mourning clothes

SECTION 8. DISCIPLINARY ACTION FOR NON-COMPLIANCE. – Pursuant to the power of the City Mayor as Agency Head 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:

1. First offense - Written Reprimand
2. Second offense - Suspension without pay for one (1) to thirty (30) days
3. Third offense - DISMISSAL

SECTION 9. MONITORING OF COMPLIANCE WITH THE GUIDELINES. – All heads of Departments and 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 Human Resource Management Officer for appropriate disciplinary action.



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SECTION 10. LIABILITY OF THE SUPERVISING OFFICER. Failure of the supervising officer to call the attention and report any violation of this rule shall be equally liable as the employee who refuse to comply with this order. The Monthly Report on Attendance and Tardiness (RAT) shall include a list of covered officials and employees who are not in office uniforms.

SECTION 11. PROCUREMENT OF UNIFORMS AND IDENTIFICATION CARDS.

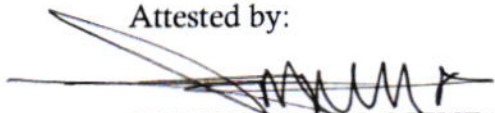
- a. Uniforms. Procurement of Prescribed Uniform for Permanent and Casual employees shall be sourced from their respective clothing allowance as authorized in the Annual Budget. Each job order and contractual personnel shall be entitled to two (2) collared shirts with city brand logo embroidered on its left chest area. Funding for the uniforms shall be charged from the office where they are actually reporting.
- b. Identification Cards. The CEPIO shall cause the design of the new identification cards and its accompanying lanyard within five (5) days from issuance of this Order based on the new brand logo adopted by the leadership. The HRMO shall facilitate its fabrication and delivery within sixty (60) days, subject to existing procurement laws, rules and regulations

SECTION 12. EFFECTIVITY. This Administrative Order shall be effective immediately.

Issued this 1st day of July 2019 in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


FRANCISCO M. MENDOZA
Acting City Administrator