





Republic of the Philippines  
**Office of the City Mayor**  
City of Naga, 4400



**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.”

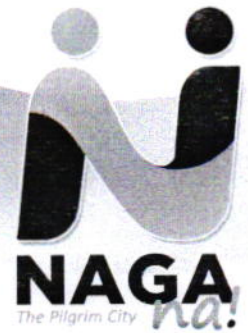
In relation to the above, the wearing of “capri” pants, pedal pushers and any other skin-tight clothing are likewise prohibited. xxx

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 2<sup>nd</sup> 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.