



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER

No. DO 2013-03-0002

TO : ALL EMPLOYEES

SUBJECT : WEARING OF OFFICE UNIFORMS

Pursuant to *DBM Circular No. 2012-1* dated *23 February 2012* prescribing the rules and regulations on the grant of Uniform/Clothing Allowance, the following guidelines are hereby issued for implementation this CY 2013:

1. All employees of the Department of Energy are required to follow the color schemes below:

DAY	MALE (Plain Color not printed)	FEMALE (Plain Color, not printed, with sleeves)
Monday	White polo/polo-shirt and any dark pants	White collared blouse and any black pants/skirt
Tuesday	Gray polo/polo-shirt and any dark pants	Gray collared blouse and any black pants/skirt
Wednesday	Blue polo/polo-shirt and any dark pants	Blue collared blouse and any dark blue pants/skirt
Thursday	Beige polo/polo-shirt and any dark pants	Beige collared blouse and any dark brown pants/skirt
Friday	For both male/female employees, wearing of uniforms is not required.	
Requirements	Observance of the Dress Code prescribed in DOE Memorandum dated 20 August 1997 and Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 14 and 25, series of 1991, shall be strictly observed. Walking shorts, pedal pushers, leggings, tights and jogging pants are prohibited. The wearing of slippers, bakya, and the like is also not allowed.	

2. The following employees are exempted from wearing of office uniforms:

- a. Those on field work whether within or outside Metro Manila;
- b. Those on official business outside the office;
- c. Those who are in mourning;
- d. Pregnant women;

- e. Those who are engaged in work which entails the soiling or dirtying of clothes (i.e. mechanics, maintenance personnel and laboratory aides) are allowed to change their uniforms to a more comfortable or appropriate outfit during the performance of said tasks; and
- f. Those hired without employee-employer relationships and funded from non-Personal Services appropriations/budgets.

3. Violation, Enforcement and Penalties

3.1 The following shall constitute an offense:

The non-wearing of proper office uniforms whether partial or complete for ten (10) times in a month for two (2) months in a semester or for two (2) consecutive months in a year shall constitute an offense.

3.2 For the effective implementation of these guidelines, the following monitoring procedure shall be adopted:

3.2.1 The Security Guard on duty together with the Committee on Uniforms (Male and Female) in addition to their functions stated under DO No. DO2012-03-0006 (copy attached) shall be directly responsible for the implementation of this Order.

3.2.2 Weekly report of any violation hereof shall be submitted to HRMD by listing the names of the employees on Report of Employees not wearing Proper Office Uniform (copy attached).

3.2.3 HRMD shall keep a separate record of the number of times an employee failed to wear the proper office uniform for appropriate action as warranted.

4. Penalties

The non-wearing of proper office uniform shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as follows:

- 1st offense - Written reprimand
- 2nd offense - Considered absent for each day of violation or he/she shall pay a fine equivalent to his/her one day salary but not to exceed one month.
- 3rd offense - Dismissal


5. Resolution of Issues. In the event questions or issues are raised in connection with the wearing of uniforms, said matters shall be resolved by the Uniform Committee whose decision is recommendatory to the Secretary.

6. All department orders and other issuances or parts thereof inconsistent with this Department Order are hereby modified, amended or superseded accordingly.

7. These guidelines shall take effect on 01 April 2013.

For strict implementation.


CARLOS JERICHO L. PETILLA
 Secretary

 **Republic of the Philippines**
 DEPARTMENT OF ENERGY
 IN REPLYING PLS CITE:
 SOE-JLP-13001668



REPORT ON EMPLOYEES NOT WEARING
PROPER OFFICE UNIFORM

Date: _____

Name of Employee	Office/Bureau/Division
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Guard on Duty:

Concurred with: _____

Bureau/Service Director/Division Chief/Head of Unit

AGD/nmz



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2012-03-0006

**RECONSTITUTING THE DEPARTMENT OF ENERGY (DOE)
UNIFORM COMMITTEE**

Pursuant to Civil Service Commission Memorandum Circular No. 14 and 25, series of 1991 and RA 6713 (Code of Conduct of Ethical Standards for Public Officials and Employees) and in order to plan and implement the wearing of uniforms by the DOE employees, the DOE Uniform Committee is hereby reconstituted to be composed of the following:

Chairperson	: ANGELINA V. MANGA Director, Administrative Services
Vice Chairperson	: BEN JULIUS G. GAGNI OIC – Contracts Division
Members	: NORITA C. FROILAN Representing the Executive Offices (EO)
	: MILAGROS R. PICHAY Representing the Administrative Services (AS)
	: JULITA C. SILAGPO Representing the Financial Services (FS)
	: MAXIMINA C. SABINORIO Legal Service
	: MARIA ELISED G. VARGAS Representing the Energy Resource Development Bureau (ERDB)
	: LETTY S. PANGILINAN Representing the Energy Research Testing and Laboratory Services (ERTLS)
	: DANILO M. MONTILLANO Representing the Information Technology and Management Services (ITMS)
	: JEANNETTE T. LAROZA Representing the Energy Policy and Planning Bureau (EPPB)

GASPAR G. ESCOBAR, JR.
Representing the Renewable Energy Management
Bureau (REMB)

ANITA LOURDES P. ORNILLO
Representing the Energy Utilization Management
Bureau (EUMB)

NORA JUDITH M. VADILLO
Representing the Oil Industry Management Bureau
(OIMB)

MARINA GUISELA B. MORALLOS
Representing the Electric Power Industry
Management Bureau (EPIMB)

EA Representatives:

MARY JANE V. PACHECO
ANABEL M. ELMAGA - Alternate

RENANTE M. SEVILLA
DONNER A. DEMATA - Alternate

Secretariat

Personnel Welfare & Performance Management
Section - Human Resource Management Division

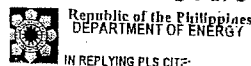
The Committee shall perform the following functions:

1. Determine style, color, materials and other specifications of the office uniform;
2. Formulate procedures and guidelines on the selection and wearing of the office uniforms;
3. Coordinate with the Bids and Awards Committee, Procurement and Property Management Division and other operating units, as may be necessary regarding procurement of said uniforms; and
4. Perform any and all acts necessary to accomplish the foregoing activities.

For immediate implementation.


JOSE RENÉ D. ALMENDRAS
Secretary

March 23, 2012
Fort Bonifacio
Taguig, Metro Manila,



IN REPLYING PLS CITE:
SDOE12-002000



Handwritten initials