

## Department Circular 2001-01-001

### The following guidelines on the wearing of office uniforms by the employees of the Department of Energy are hereby issued:

All employees of the Department of Energy are required to wear their uniforms from Mondays to Thursdays.

For **male employees**, the wearing of uniforms is hereby scheduled as follows:

**Monday** - Every 1st Monday of the month, Beige long-sleeved ramie linen barong and brown wool pants. Every 2<sup>nd</sup> to 4<sup>th</sup> Mondays of the month, White short-sleeved ramie linen barong and brown wool pants

**Tuesday** - Light blue short-sleeved ramie linen barong and bluish gray wool pants with small checkered design

**Wednesday** - Light blue long-sleeved cotton pinstriped polo shirt and textured gray wool pants

**Thursday** - Light gray long-sleeved polo shirt and charcoal gray wool pants

For **female employees**, the wearing of uniforms is hereby scheduled as follows:

**Monday** - Khaki short-sleeved blouse , Chocolate Brown skirt and Blazer

**Tuesday** - Lilac Short-sleeved Blouse, Lavender Pants/Skirt and Gray Blazer

**Wednesday** - Light Gray Short-sleeved Blouse, Light Gray Pants/Skirt and Gray Blazer

**Thursday** - Light Earth Green Short-sleeved Blouse, Midnight Blue Pants/Skirt and Blazer

**Friday** - **For both male/female employees**, wearing of uniforms is not required but 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. Jeans or "maong pants" as well as walking shorts, pedal pushers, leggings, tights, jogging pants are prohibited. The wearing of slippers, sandals, bakya, etc. is not allowed.

The following 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. Pregnant women

Those personnel 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.

Female laboratory personnel are allowed to wear equivalent pants of the prescribed Monday skirt to ensure protection required in laboratory works in addition to the wearing of laboratory gowns and proper footwears.

Violation, Enforcement and Penalties

The following shall constitute an offense:

The non-wearing of proper office uniforms whether partial or complete for two (2) times in a month for three (3) months in a semester or for three (3) consecutive months in a year shall constitute an offense.

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

- a. If upon arrival at the office (meaning the main/annex lobby entrances) the employee is found not wearing the proper office uniform on the above specified days, the guard on duty shall take down and list the names of the employees on the form of the Report of Employees not wearing Proper Office Uniform (copy attached) and shall immediately submit them to HRD.
- b. HRD shall in turn immediately forward the form to the concerned Bureau/Service Director/Division Chief/Head of Unit for concurrence.
- c. After taking action on the form, the Bureau/Service Director/Division Chief/Head of Unit shall return the form to HRD. Failure to return the form to HRD within two days from receipt thereof will mean concurrence of the concerned official.
- d. HRD shall keep a separate record of the number of times an employee failed to wear the proper office uniform and submit these reports to the Legal Affairs Division for appropriate action.

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

1<sup>st</sup> offense - Written reprimand

2<sup>nd</sup> offense - Suspension for one (1) to thirty (30) days

3<sup>rd</sup> offense - Dismissal

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 higher management.

Effectivity. These guidelines shall take effect on February 01, 2001.