



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER

No. DO2018-04-0007

TO : ALL EMPLOYEES

SUBJECT : WEARING OF OFFICE UNIFORMS and DOE IDENTIFICATION CARDS (ID)

Pursuant to DBM Circular No. 2018-1 dated 08 March 2018 prescribing the Rules and Regulations on the Grant of Uniform/Clothing Allowance to Civilian Government Personnel, the following guidelines are hereby issued for implementation this FY 2018:

1. All employees of the Department of Energy shall wear the required office uniforms prescribed below which is the same 2017 set of uniforms and shall likewise wear the DOE Identification Cards at all times while in the DOE premises:

DAY	MALE (Semi-Amboy Plain Colored Polo with Collar matched with any dark pants)	FEMALE (Semi-Amboy Plain Colored Polo Blouse matched with any dark pants/skirt)
Monday	Pink	Pink
Tuesday	Green	Green
Wednesday	Blue	Blue
Thursday	Beige	Beige
Friday	For both male/female employees , wearing of uniforms is not required but observance of the Dress Code is required.	
Dress Code Requirements	Observance of the Dress Code prescribed in DOE Memorandum dated 20 August 1997 and Civil Service Commission (CSC) Memorandum Circular (MC) No. 19, series of 2000, shall be strictly observed. Gauzy, transparent or net-like shirt or blouse; sando, strapless or spaghetti-strap; tank tops, blouse with over-plunging necklines; micro-mini skirt, walking shorts, cycling shorts, leggings, tights and jogging pants are prohibited. The wearing of rubber sandals, rubber slippers, banya, is also not allowed.	

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

- 2.1. Those on field work whether within or outside Metro Manila;
- 2.2. Those on official business outside the office;
- 2.3. Those who are in mourning;
- 2.4. Pregnant women;
- 2.5. 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;
- 2.6. Those hired without employee-employer relationships and funded from non-Personal Services appropriations/budgets; and
- 2.7. Incumbents of executive positions shall wear the uniforms prescribed to them.

3. Violation, Enforcement and Penalties

3.1 The following shall constitute an offense:

The non-wearing of the DOE office ID or the proper office uniforms whether partial or complete for ten (10) times or more 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 Uniform Committee members, in addition to their functions stated under SO No. 2016-03-0014 (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 the HRMD by listing the names of the employees on Report of Employees not wearing Proper Office Uniform or DOE Office ID (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 or DOE Office ID, for appropriate action, as warranted.

4. Penalties:

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

- | | | |
|-------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st offense | - | Written reprimand |
| 2 nd 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. |
| 3 rd 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 immediately.

For strict implementation.


ALFONSO G. CUSI
Secretary



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MARPLAND BLDG. CTR.

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