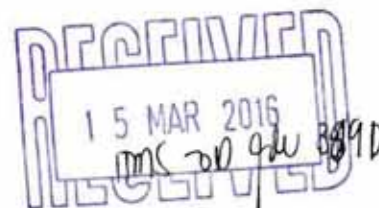




Republic of the Philippines
DEPARTMENT OF ENERGY
 (Kagawaran ng Enerhiya)

DEPARTMENT ORDER

No. DO2016-03-0004



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 *FY 2016*:

- All employees of the Department of Energy shall follow the required office wear and color schemes below except during summer months when the employees can wear polo shirt or shirt without collars but still to maintain the same color schemes. The shirts/blouses will be matched by any dark pants/skirt:

DAY	MALE (Plain Colored Polo/Polo Shirt with Collar)	FEMALE (Plain Colored Blouse with sleeves; preferably with Collar)
Monday	Red/Shades of Red	Red/Shades of Red
Tuesday	Green/Shades of Green	Green/Shades of Green
Wednesday	Blue/Shades of Blue	Blue/Shades of Blue
Thursday	Beige to Light Brown	Beige to Light Brown
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. 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, "bakya" is also not allowed.
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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 SO No. SO 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 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 04 April 2016.

For strict implementation.


ZENAIDA Y. MONSADA
Secretary *Z*



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