

OCA CIRCULAR NO. 102-2012, October 08, 2012

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TO : ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS OF COURT AND EMPLOYEES OF THE FIRST AND SECON LEVEL COURTS

SUBJECT :

WEARING OF NEW SETS OF OFFICE UNIFORMS FOR CALENDAR YEAR 2012

The wearing of new sets of office uniforms for the officials and employees of the 1st and 2nd level courts shall commence on the 15th day of October 2012.

The schedule of wearing of office uniforms shall be as follows:

Male Office Uniform

(Polo Barong/Pants) Female Office Uniform

(Blouse/Skirt or Pants)

Monday Beige Barong with Salma2 Design Embroidery and Medium brown Pants Brown and Red Pinstripes with Red Belt

Tuesday Rose Barong with Floral Pattern Embroidery and Gray Pants Textured pink maroon

Wednesday Blue Barong with Camiguin Design Embroidery and Black with Pinstripes Grey Pants Navy Blue and White Pinstripes Blouse and Navy Blue Skirt or Pants

Thursday Off White Barong with Albay design Embroidery and brown Pants Yellow Mustard blouse and Khaki brown Stripes Skirt or Pants

Fridaty Appropriate Office Attire

The guidelines under Memorandum Circular no. 01-2008 dated January 17, 2008 on the wearing of appropriate office attire shall be observed:

"V. Guidelines on the wearing of Office Uniforms/Appropriate Office Attire

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B. Appropriate Office Attire

1. Officials and employees should strictly wear their proper office uniforms as scheduled.
2. Skirts of office uniforms or casual office attire should be atleast knee-length (one inch aboved the knee may be allowed).
3. Appropriate footwear shall mean closed formal shoes; however, mules, sling back shoes and peep toes are

allowed.

4. Identification Card (ID)-I.D. must be worn at all times while on official duty.

C. Prohibited Attire

1. The following attire are prohibited when performing official functions:

- (a) Gauzy, transparent or net-like blouse or shirt;
- (b) Sando, sleeveless, strapless or spaghetti-strapped blouse, tank tops (unless worn as an undershirt), blouse with over-plunging necklines;
- (c) Collarless t-shirts for men;
- (d) Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants, capri pants, pedal pushers;
- (e) Sandals and step-ins exposing the toes; and
- (f) Rubber sandals, slippers, "bakya"

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VII. Disciplinary Action for Non-Compliance

Pursuant to section 22 (c), Rule XIV, Revised Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987) and Other Pertinent Civil Service Law, violations of reasonable office rules and regulations include violations of CSC MC No. 19, s. 2000 (Dress Code), and pursuant to the Court's inherent power to discipline its personnel, the following penalties shall be imposed upon the erring personnel through administrative disciplinary proceedings:

- 1. First offense - Reprimand
- 2. Second offense - Suspension without pay for one (1) to thirty (30) days
- 3. Third offense - Suspension without pay for one (1) month and one (1) day to six (6) months
- 4. Fourth offense - Dismissal from the service"

In multiple sala courts, a Committee on Office Uniforms shall be created, with the Clerk of Court as Chairperson and with two members to be designated by the Executive Judge. Composition of the said committee shall be submitted to this office.

The Clerks of Court in single sala courts, and the Clerks of Court in multiple sala courts as Chairperson of the Committee on Office Uniforms shall implement and monitor compliance with this Circular, and recommend to the Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts for disciplinary actions, any violations of this circular.

Compliance herewith shall be submitted to the Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts through the Secretariat c/o Ms. Ester Melody M. Sudario or Ms. Eden A. Otila, Court Management Office, OCA, Tel. No. 404-2731.

For your information, guidance and strict compliance.

October 8, 2012.

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

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