

OCA CIRCULAR NO. 31-2012, April 10, 2012

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TO :

ALL EMPLOYEES OF THE FIRST AND SECOND LEVEL COURTS IN REGIONS 1 TO 12

SUBJECT :

WEARING OF OFFICE UNIFORMS FOR CY 2012

For calendar year 2012, you are required to wear the prescribed office uniforms, subject to the following guidelines:

1.) The uniform/clothing allowance (U/CA) for CY 2012 shall be given in check to be mailed by the Checks Disbursement Division, Financial Management Office, OCA, at the proper time. The clothing allowance shall be strictly used to acquire a complete set of office uniforms for CY2012.

2.) Entitlement- employees who are in the service as of July 1, 2011 (cut-off date) and are continuously in the service up to June 30, 2012 are entitled to the U/CA for CY 2012.

3.) Exclusions- The following are not entitled to U/CA for CY 2012

- a.) Employees who are compulsorily retiring on or before June 30, 2012;
- b.) Employees who are leaving the government service, other than by compulsory retirement (i.e. resignation, transfer, optional retirement) on or before June 30, 2012; and
- c.) Employees with a gap in the service for six (6) months or more between July 1, 2011 and June 30, 2012.

4.) Any U/CA received by the employee falling under Item No. 3 above shall be returned to the Financial Management Office (FMO), OCA, by the clerk of court/employee concerned. Otherwise, it shall be treated as overpayment.

5.) A set of office uniform shall be composed of:

5.1 Male Office Uniform: Four (4) Polo Barongs and Four (4) pairs of pants; and

Clerks of Court in the First and Second Level Courts shall wear Barong Tagalog. Designated Acting Clerks of Court/Officers-in-Charge shall wear polo barong.

5.2 Female Office Uniform either:

- 1. Four (4) blouses and Four (4) pairs of pants or skirts or
- 2. Two (2) Blouses and Two (2) pairs of pants or skirts and Two (2) Dresses.

6.) You may have your office uniforms made by your chosen modiste or tailor.

7.) Employees who are not entitled to the uniform allowance may still purchase their office uniforms at their own expense.

Copies of sketches and the sample fabrics with narrative descriptions are available at the Offices of the Clerks of Court in the Regional Trial Court and Municipal Trial Court in Cities (for multiple sala courts); and the Office of the Executive Judge, Regional Trial Court (for single sala courts). Strict adherence to the type and color of the fabrics as well as the style and cut of the office uniforms is enjoined.

For the clothing materials, you may coordinate with Atty. Virginia Rafael, President, Philippine Association of Court Employees, or any officer in your region.

For inquiries, please contact the Secretariat, Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts, c/o Ms. Ester Melody M. Sudario or Ms. Eden A. Otila, JSMD-CMO, OCA, Tel. No. 404-2731.

April 10, 2012.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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