

OCA CIRCULAR NO. 30-2012, April 10, 2012

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TO :

ALL EMPLOYEES OF THE FIRST AND SECOND LEVEL COURTS IN THE NATIONAL CAPITAL JUDICIAL REGION (NCJR)

SUBJECT :

TAKING OF BODY MEASUREMENTS FOR OFFICE UNIFORMS FOR CALENDAR YEAR 2012

Please be informed that the Contracts for the Supply and Delivery of uniforms for both male and female employees of the Lower Courts in the National Capital Judicial Region (NCJR) for calendar year 2012 were awarded to Risla Collection Inc., 3402 Cityland Pasong Tamo Tower, Don Chino Roces Ave., Pio Del Pilar, Makati City, Tel. Nos. 812-9091 and 757-3869.

To ensure the orderly and proper monitoring of the taking of body measurements, representatives of Risla Collection, Inc. shall take the body measurements of all (male and female) employees on the assigned dates per attached Schedule, subject to the following guidelines:

- 1.) All employees must sign and indicate on the Master List-Record of Body Measurement-Taking the date when their measurements were taken by the official tailor/modiste.
- 2.) Employees doing fieldwork, such as sheriffs and process servers, must make proper arrangements with their superiors to ensure that their measurements are taken.
- 3.) For female employees, in order to ensure that accurate body measurements are taken, you are advised not to wear denims.
- 4.) Employees whose measurements were not taken during the scheduled dates are required to proceed to the shop of the tailor/modiste for the taking of their body measurements on or before May 18, 2012. Failure to have their body measurements taken on such date without justifiable cause, is a ground for forfeiture of the office uniform/uniform allowance.
- 5.) Only measurements actually taken by the authorized representatives of the tailor/modiste will be accepted. Old measurements are not allowed.
- 6.) Only employees who are in the service as of July 1, 2011 and are continuously in the service up to June 30, 2012 are entitled to office uniforms for calendar year 2012.

EXCLUSIONS:

- a.) Employees who are compulsorily retiring on or before June 30, 2012 are not entitled to office uniforms/uniform allowance for Calendar Year 2012. However, those employees who are covered by the exclusion but whose names were inadvertently included in the Master List are required to inform the tailor/modiste of the fact and must refrain from having their body measurements taken.

b.) Employees who are leaving the government service other than compulsory retirement (resignation, transfer, optional retirement) on or before June 30, 2012 are advised not to have their body measurements taken. Those who will avail of the office uniforms and later resign, transfer, optionally retire or are terminated from the service on or before June 30, 2012 shall reimburse to the Court the cost of the office uniform.

c.) Item 6.b above also applies to employees with a gap in the service for six (6) months or more between July 1, 2011 and June 30, 2012.

7.) Employees who are appointed as Clerks of Court in the First and Second Level Courts, including those in the Offices of the Clerks of Court shall wear Barong Tagalog. Designated Acting Clerks of Court/Officers-in-Charge shall wear polo barong.8.) In no case shall the office uniform be converted into cash.

9.) For questions and clarification, 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

(See Table of OCA CIRCULAR NO. 30-2012 Schedule of Measurement Taking LC-NCJR)

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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