

OCA CIRCULAR NO. 150-2018, July 10, 2018

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TO :

ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS OF COURT, AND EMPLOYEES OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : OPTIONAL WEARING OF OFFICE UNIFORMS

Please be informed that the wearing of office uniforms shall be OPTIONAL starting JUNE 19, 2018 until the next implementation of the wearing of prescribed office uniforms for FY 2019. In lieu of office uniforms, employees are; required to wear appropriate office attire, subject to the guidelines set forth in Administrative Circular No. 42-2013, dated April 29, 2013, as follows:

"IV. Guidelines on the wearing of office uniforms and appropriate office attire

A. Appropriate Office Attire

A.1. Skirts of office uniforms or casual office attire should be at least knee-length (one inch above the knee may be allowed).

A.2. Appropriate footwear shall mean closed formal shoes; however, mules, sling back shoes and peep toes are allowed.

B. Prohibited Office Attire

B. 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, pedal pushers;

(e) Sandals and step-ins exposing the toes; and

(f) Rubber sandals, slippers (Crocs, Havaianas, Ipanema, FitFlops, Happy feet, Sanuk) and "bakya".

B.2. The sporting of long and unkempt hair, as well as wearing of earrings and other body ornaments by male employees are not allowed.

B.3. Denim or "maong" pants, collarless t-shirts for men, rubber shoes, sandals, Flip-flops and step-ins are allowed on Fridays only.

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4. Identification Card (i.D.) - I.D. forms part of the official uniform/appropriate office attire. Thus, it must be worn at all times while on official duty.

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VIII. Implementation and Monitoring

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B. Lower Courts:

1. In single sala courts, the Clerks of Court shall be responsible in implementing and monitoring compliance with these guidelines. In multiple sala courts, a Committee for Office Uniforms shall be created, with the Clerks of Court as Chairperson and with two (2) members to be designated by the Executive Judge.

2. The Clerk of Court in single sala courts and the Committee for Office Uniforms in multiple sala courts shall:

2.1 ensure compliance with the guidelines on the wearing of office uniforms or appropriate office attire;

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2.3 submit to the Committee for Office Uniforms for SC, PET and LC, the list of personnel violating these guidelines and recommend appropriate disciplinary actions thereon.

3. The officers of the Philippine Association of Court Employees (PACE) are hereby deputized to monitor compliance of lower court personnel with the guidelines. Any report on violation shall be submitted to the Committee for Office Uniforms, SC, PET and LC."

Please see attached annexes for references on appropriate and prohibited office attire.

For your information, guidance and strict compliance.

10 July 2018

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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