

OCA CIRCULAR NO. 122-2011, September 06, 2011

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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 due to non-procurement of office uniforms for calendar year 2011, the wearing of office uniforms will now be optional. In lieu of office uniforms, employees are required to wear appropriate office attire, subject to the following guidelines, to wit:

1. Appropriate Office Attire

1.1 Skirts of office uniforms or casual office attire should be at least knee-length (one inch above the knee may be allowed); and

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

2. Prohibited Attire

2.1 The following attires 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, etc.) and "bakya"

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

2.3 Denim or "maong" pants, collarless t-shirts for men, rubber shoes, sandals, flipflops and step-ins are allowed on Fridays only. (Please see Annexes)

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

4. Implementation and Monitoring

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

The Clerk of Court in single sala courts and the Committee for Office Uniforms in multiple sala courts shall: (a) ensure compliance with the guidelines on the wearing of office uniforms or appropriate office attire; and (b) submit the list of personnel violating the guidelines and recommend to the Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts appropriate disciplinary actions thereon.

Strict compliance is hereby enjoined.

September 6, 2011.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

(See Images OCA CIRCULAR NO. 122-2011)

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