

SC CIRCULAR NO. 19-2001, February 15, 2001

SC CIRCULAR NO. 19-2001, February 15, 2001

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/8a39ae8ddf4c/>

TO

:

ALL EXECUTIVE JUDGES, PRESIDING JUDGES AND PERSONNEL OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS AND SHARI'A CIRCUIT COURTS

SUBJECT

:

GUIDELINES IN THE WEARING OF THE PRESCRIBED OFFICE UNIFORMS FOR THE YEAR 2001

The prescription of a dress code for all government officials and employees conforms with the provisions of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). Its intent goes beyond maintaining modesty and proper decorum in the civil service. The wearing of the appropriate office attire leaves as well an impression on the public on whether or not government officials and employees perform and discharge their duties with the highest degree of, inter alia, excellence, professionalism and skill.

Being at the line with direct citizens' exposure in the administration and dispensation of justice and being housed in temples of justice, lower court officials and employees must always set the example not just of modesty and proper decorum in their day-to-day transactions with the public but also of utmost professionalism. For this reason and pursuant to Administrative Circulars Nos. 10-99 and 10-A-99, series of 1999, requiring all employees of the Judiciary to wear the prescribed office uniforms on designated days of the week, the following guidelines are set for strict compliance by all lower court officials and employees:

1. Grant of Clothing Allowance. All employees who have been in the service for at least six (6) consecutive months shall be entitled to the clothing allowance; provided that said employees shall still serve for another six (6) months from the day the said allowance is received (Sec. 305, Article 5 [Clothing Allowance], Chapter 5, Title 5, Book III, General Accounting and Auditing Manual [Volume I], s. 1992).

Once a new employee becomes entitled to the uniform allowance for a particular year and the same is given in kind, the Court shall pay the corresponding amount thereof. However, said employees shall be entitled to only one set for each of the uniforms issued for the said year.

2. Schedule. The wearing of the new office uniforms will start on the 1st Monday of July 2001 with the following

schedule:

DAYS

MALE

FEMALE

Mondays and Wednesdays

Violet-grey barong (rinna) Charcoal grey pants Design A (checkered blue and yellow blouse with navy blue pants/skirt)

Tuesdays and Thursdays Avocado barong (feel so good) Fatigue-green pants Design B (grey blouse with sky blue piping)

Fridays

Appropriate office attire*

Appropriate office attire*

* Appropriate office attire as herein mentioned refers to the requirements prescribed by Civil Service Memorandum Circular No. 19 s. 2000 (Revised Dress Code Prescribed For All Government Officials and Employees in the Workplace), the pertinent provisions of which read, as follows:

3. Appropriate Attire. On those days when there is no prescribed office uniform for the day, employees shall be dressed in appropriate business attire.

The wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or airy appropriate blouse or shirt (for female employees).

4. Prohibited Attire*. The following attire shall be prohibited for all government employees when performing official functions inside the workplace:

4.1 Gauzy, transparent or net-like shirt or blouse;

4.2 Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over plunging necklines;

4.3 Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;

4.4 Rubber sandals, rubber slippers, "bakya".

5. Other Prohibitions. The following shall also be prohibited during office hours and within office premises:

5.1 Ostentatious display of jewelry, except for special occasions and during official celebrations;

5.2 Wearing of heavy or theatrical make-up.

6. Exemptions That May Be Allowed. In the implementation of this Dress Code, certain exemptions may be allowed, on the following grounds:

6.1 When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above;

6.2 When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;

6.3 Physical disabilities, and other legitimate health reasons;

6.4 Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;

6.5 Employees who lost a loved one can wear mourning clothes during the period of mourning;

6.6 Other circumstances analogous to the foregoing.

3. Skirt Length. Female officials and employees shall see to it that their skirts are knee-length. Definitely, mini and micro-mini skirts are restricted.

4. Appropriate Footwear. Appropriate footwear (CSC MC No. 19, s.2000) shall mean closed formal shoes. The wearing of rubber sandals, rubber slippers, and "bakya" are certainly prohibited, especially when walking within office premises,

(c) Violation of reasonable office rules and regulations (This includes violation of MC 19, s. 2000 [Revised Dress Code])."

Thus, subject to the requirements of due process, the following penalties shall be strictly imposed in administrative disciplinary proceedings for non-compliance with the Guidelines:

- 1st Offense - Reprimand
- 2nd Offense - Suspension for one (1) day to thirty (30) days
- 3rd Offense - Suspension for two (2) months
- 4th Offense - Dismissal from the service

13. Monitoring of Compliance with the Guidelines. All Presiding Judges, Clerks of Court and Branch Clerks of Courts are hereby directed to implement the provisions of these Guidelines and to closely monitor compliance therewith. The Clerk of Court or the Branch Clerk of Court, as the case may be, shall submit a monthly report of any violation to the Uniform Committee, Office of the Chief Justice, Supreme Court, for appropriate action.

February 15, 2001

(Sgd.)ALFREDO L. BENIPAYO

Court Administrator

* In addition to the above, wearing of "capri" pants and pedal pushers are likewise prohibited

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.