



OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 08
 Series of 2024

“AN ORDER PRESCRIBING GUIDELINES FOR THE WEARING OF UNIFORM OF EMPLOYEES AND WORKERS OF THE MUNICIPAL GOVERNMENT UNIT OF AMULUNG”

WHEREAS, the Republic Act No.6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees mandates that public officials and employees shall perform and discharge their duties with professionalism and shall lead modest lives appropriate to their positions and income;

WHEREAS, Section 3, Article IX-B of the personnel 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service and shall likewise institutionalize a management climate conducive to [public accountability];

WHEREAS, the Civil Service Commission issued Memorandum Circular Nos.14, series 1991 and 19, series 2000 prescribing the dress code for all government officials and employees in the workplace;

WHEREAS, the Office of the Mayor of Amulung issued Office Order No.003 series 2024 thereby organizing the membership of the clothing/uniform committee of the Local Government Unit of Amulung, mandating release of the clothing/uniform allowance to municipal employees subject to pertinent guidelines as prescribed under existing DBM Budget Circulars and other relevant laws and policies, and ensuring the proper implementation of the clothing/uniform to be worn by municipal employees;

NOW THEREFORE, by virtue of the powers vested in me, I, ELPIDIO R. RENDON, Municipal Mayor of Amulung, Cagayan, do hereby order the following:

DAY	COLOR CODE	MALE		FEMALE		FIELD WORKERS
		REGULAR/ CASUAL/ COTERMINOUS	COS WORKERS	REGULAR/ CASUAL/ COTERMINOUS	COS WORKERS	
Monday	Cream	Polo Jack/ Black Slack	OPTIONAL POLO JACK WITH BLACK SLACKS or POLO SHIRT OFF WHITE WITH BLACK SLACKS	Blouse	OPTIONAL BLOUSE WITH BLACK SLACKS or POLO SHIRT OFF WHITE WITH SLACKS	OPTIONAL POLO SHIRT WHITE, GREEN, PEACH WITH LOGO



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Tuesday	Green	Polo Barong/ Black Slack		BLOUSE WITH BLACK SLACKS or POLO SHIRT GREEN WITH BLACK SLACKS	POLO SHIRT WITH BLACK SLACKS
Wednesday	Peach Fuzz	POLO SHIRT WITH LOGO	POLO SHIRT WITH LOGO	POLO SHIRT WITH LOGO	POLO SHIRT WITH LOGO
Thursday	WASH DAY				
Friday	TEAM COLOR				

(a) Traffic Enforcers and employees , may opt to follow the uniform schedule as per Section 2 or may use their required work-related attire.

(b) Field workers (employees with catchment areas and employees who frequently travel to different barangays within the municipality relative to their job description) shall follow the dress code as per Section 2 or may wear an optional Polo shirt.

(c) Utility Workers and Security guard shall follow the dress code as per Section 2 or may wear an optional Polo shirt.

(d) Denim or "maong" pants, although generally prohibited(CSC MC No.19,s.2000,#3), may be considered as appropriate attire when paired with a collared polo shirt(for male employees), or any appropriate blouse or collared t-shirt(for female employees). In other words, the wearing of "maong" pants is allowed provided the same is worn in accordance with the set rules.

(e) Collared t-shirts are allowed for both male and female employees; however, non-collared t-shirts may be worn during wash day.

(f) Appropriate footwear(CSC MC N0.19, s. 2003) shall mean closed formal shoes.Step-in exposing the toes is prohibited even when worn inside the office premises;however,sling back shoes are allowed.

(g) The wearing of rubber shoes and sandals is allowed during wash day, and whenever the wearing of uniform is suspended.

(h) Wearing of identification card shall form part of the complete uniform.

Section 3.Prohibited Attire.The following attire shall be prohibited for all government employees when performing official functions inside the workplace:

- (a) Gauzy transparent or net like shirt or blouse
- (b) Sando, strapless or spaghetti-strap blouse(unless worn as undershirt), tank-tops, blouse with over -plunging necklines;
- (c) Micro-mini skirt,walking shorts,cycling shorts,leggings,tights,jogging pants;
- (d) Rubber sandals,rubber,slippers,"bakya"



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In relation to the above prohibitions, the wearing of "capri" pants, pedal pushers, and any other skin-tight clothing are likewise prohibited. Moreover, wearing of "bakya" may be allowed for employees with special needs such as but not limited physical disabilities in the lower extremities.

Section 4. Exemptions that may be allowed. In the implementation of this Order, certain exemptions may be allowed, on the following grounds:

- (a) When nature of the work of the official or employee demands that he/she wears clothing other than those prescribed above;
- (b) When religious affiliation or creed or any legitimate practice by the employee in relation thereto requires him/her to wear a particular clothing
- (c) Physical disabilities and other legitimate health reasons;
- (d) Other circumstances analogous to the foregoing (Section 4(a)(b)&(c));

Pregnant employees, upon their discretion and comfort requirements, may opt to suspend the dress code (both

Section 5. Disciplinary Action for Non-Compliance.

- (a) Non-wearing of prescribed or complete uniform shall constitute one count of offense and/or violation and shall be penalized with an automatic salary deduction of one hundred pesos (P100.00) per offense and/or violation.
- (b) An employee who has been found to have incurred at least five (5) counts of offense and/or violations shall be asked by the Committee and the head of agency to render a written justification why he or she should not be meted with an administrative action. If the justification takes no merit of acceptance, the same matter at hand shall be escalated to the Committee on Decorum and Investigation for appropriate action.

Section 6. Implementing Rules and Regulations

- (a) The Office of the Mayor through the Human Resource Management Office in coordination with all department/sections/units shall ensure the proper implementation of this Order.
- (b) The Office of the Mayor shall deputize at least two (2) employees in-charge of the following:
 - i. Monitor proper implementation of the schedule of uniform;
 - ii. Prepare and submit a Daily Compliance Report to the Office of the Human Resource Management Officer (See Inclosure 3 for the prescribed template);
 - iii. Prepare and submit within five (5) working days from the end of a quarter, a Quarterly Compliance Report to the Office of the Human Resource Management Officer;
 - iv. Serve as secretariat to the Uniform committee;
 - v. Keep custody of all pertinent documents and records; and,
 - vi. Inform offender of his/her non-compliance to this Order and the consequences thereof.
- (c) Employees who are in official travel shall adhere to the herein schedule uniform; however,

In cases where a department/section/unit head is on official travel on a first Monday of a month, the department/section/unit head concerned has the prerogative to wear the dress code prescribed under Section 2(a) or wear the prescribed dress code for regular days.

 - (c) To monitor the compliance of field workers and employees on official travel, the department/section/unit head concerned shall designate a monitoring personnel who in effect shall submit a daily report of compliance to the deputized employee in-charge of the duties and responsibilities enumerated in Section 6 (b).



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Section 7. Special Provisions

An annual dress down on Valentine's Day and some other days, holidays, and special occasions shall be observed following the issuance of appropriate Office Order or Office Memorandum.

Section 8. Effectivity. This Order shall take effect on March 1, 2024 or April 1, 2024. Any existing issuance found inconsistent thereto shall be deemed repealed or modified.

So ordered this February 16, 2024, at Centro, Amulung, Cagayan, Philippines.

ELPIDIO R. RENDON
Municipal Mayor



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