



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 08 2022

MEMORANDUM

**REINSTITUTION OF THE WEARING OF THE PRESCRIBED
UNIFORM IN THE WORKPLACE**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / OICs
Administrative Officer V

1. Attached is a Memorandum from Atty. Roderick B. Tagnia, Department Head of City Human Resources Management Department dated March 3, 2022, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. All city paid employees shall wear the prescribed uniform daily.
3. Immediate, wide dissemination and compliance of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES

MMP/NAV/DM – REINSTITUTION OF THE WEARING OF THE PRESCRIBED UNIFORM IN THE WORKPLACE
091/MARCH 7, 2022



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Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



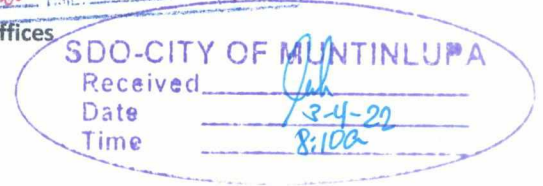
MEMO

TO : All Heads and Employees of the Departments and Offices

FROM : The Head of the Department

DATE : 03 March 2022

SUBJECT : Reinstitution of the Wearing of the Prescribed Uniform in the Workplace



Section 6. I. B. 1. b. of the Inter-Agency Task Force (IATF) Guidelines for Alert Level Status, with Amendments as of 27 February 2022, provides that

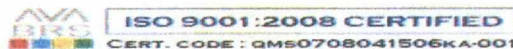
"Agencies and instrumentalities of the government shall adhere to 100% on-site workforce. Off-site work shall be under such work arrangements subject to relevant rules and regulations issued by the Civil Service Commission and the Office of the President."

Henceforth, all concerned shall wear the prescribed uniform, which, by way of reminder, shall be as follows, namely:

For Men	:	Monday and Wednesday	1. White / Gray polo barong,
			2. Dark pants,
			3. Black Shoes.
		Tuesday and Thursday	1. Blue polo barong,
			2. and 3. Same as above.
For Women	:	Monday and Wednesday	1. Yellow / Grayish Brown top,
			2. Prescribed pants or skirt,
			3. Closed-toe shoes.
		Tuesday and Thursday	1. Blue top,
			2. and 3. Same as above.

On Friday, Type B uniform may be worn. Note that per Civil Service Commission (CSC) rules, no open-toe shoes or wedges for women shall be allowed, including on Friday.

Should employees fail to comply to the foregoing, the Head of the Department or Office shall submit the list of employees to the City Human Resources Management Department (CHRMD) for proper monitoring. These employees shall be given two (2) weeks, from this date, to comply accordingly.



YAN ANG TAMA YAN ANG MUNTINLUPA!

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Violations shall be dealt following CSC Resolution No. 1701077, entitled "Violation of Reasonable Office Rules and Regulations," and shall be punished as:

1. First Offense: Reprimand;
2. Second Offense: Suspension of One (1) to Thirty (30) Days;
3. Third Offense: Dismissal from the Service.

The Anti-Graft Division shall ably assist the CHRMD in the regular monitoring and faithful implementation of this directive.

For the information and strict compliance of all concerned.


Atty. RODERICK B. TAGNIA

Noted by:


Engr. ALLAN A. CACHUELA
City Administrator



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CERT. CODE : QMS0708041506KA-001

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