



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 13 2025

MEMORANDUM

No. 127, s. 2025

**PAYMENT FOR UNIFORM/CLOTHING
ALLOWANCE (U/CA) FY 2025 AND YEARS THEREAFTER**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Relative to **BUDGET CIRCULAR 2024-1 “UPDATED RULES AND REGULATIONS ON THE GRANT OF UNIFORM/CLOTHING ALLOWANCE (U/CA) TO CIVILIAN GOVERNMENT PERSONNEL”**, this Office announces the schedule of submission of Clothing Allowance Payroll for FY 2025.
2. The School Administrative Officers or Human Resource-in-charge are advised to submit the soft copy of the school payroll of the U/CA **on or before every 21th of March, of the current year, at 5:00 p.m.**, for validation using the link <https://tinyurl.com/Clothing-FY-2025>. The template for the Uniform/Clothing Allowance FY 2025 can be accessed in the same link.
3. Be it noted that the link will be strictly closed after the deadline. The validated soft copy of the payroll will be returned to the School AO/HR-in-Charge via email, for printing and submission to the Division Office Personnel Unit. Sent validated payroll will be due one day upon receipt in the email. Failure to comply with the set deadline will result in a delay in the release of these monetary incentives.
4. Once the payroll is already validated, soft copy of the Financial Data System (FINDES) should be submitted through this email address: mariacristina.malacad@deped.gov.ph and carbon copy: mariavilma.marquez002@deped.gov.ph

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NUM-2025-127



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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5. All personnel who are on leave with pay and the newly-hired personnel with natural vacancy items should be included in the regular payroll. However, the personnel under the following cases should be on a separated payroll per case.
 - a. New item.
 - b. Personnel on leave without pay, to be paid upon return to service
6. Attached is Annex A Template of the UNIFORM/CLOTHING ALLOWANCE (U/CA) FY 2025 PAYROLL for reference.
7. Strict compliance to this Memorandum is enjoined.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated

Reference: BC NO. 2018-1
To be indicated in the Perpetual of Index
under the following subjects:

UNIFORM BENEFITS
CLOTHING PERSONNEL

AMF/PAYMENT FOR UNIFORM/CLOTHING ALLOWANCE (U/CA) FY 2025 AND YEARS THEREAFTER
127 / March 11, 2025

**GENERAL PAYROLL
DIVISION OF MUNTINLUPA
SCHOOL NAME
UNIFORM/CLOTHING ALLOWANCE FY 2025**

Fund Cluster : _____

Payroll No.: _____
Sheet 1 of 1 Sheet

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Serial No.	Name	Position	Employee No.	Monthly Salary	COMPENSATION	REMARKS	Net Amount Due	Account No.	Serial No.	Signature of Recipient
					UCA 2025					
GRAND TOTAL							-			

<p>A CERTIFIED : Service duly rendered as stated.</p> <p align="center">_____ Date _____ SCHOOL HEAD</p>	<p>C APPROVED FOR PAYMENT:</p> <p align="center"><i>[Signature]</i> VIOLETA M. GONZALES Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent</p> <p align="right">_____ Date _____</p>
<p>B CERTIFIED : Supporting documents complete and proper, and cash available in the amount of _____</p> <p align="center">KARINA E. MEDINA Accountant III</p> <p align="center">_____ Date _____</p>	<p>D CERTIFIED : Each employee whose name appears on the payroll has been paid in the amount as indicated opposite his/her name</p> <p align="center">MARIA CRISTINA F. MALACAD Administrative Officer IV - Cash Unit</p> <p align="right">_____ Date _____</p>
<p>E</p> <p align="right">ORS/BURS No. Date: JEV No. Date:</p>	



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BUDGET CIRCULAR

No. 2024 - 1
Date: April 4, 2024

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy; State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs), Chief Executives of Local Government Units (LGUs); and All Others Concerned

SUBJECT : Updated Rules and Regulations on the Grant of the Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel

1.0 Background

Section 58 of the General Provisions of Republic Act (RA) No. 11975 or the Fiscal Year (FY) 2024 General Appropriations Act (GAA) authorizes the payment of the U/CA not exceeding **Seven Thousand Pesos (P7,000)** per annum for each qualified government employee, subject to the guidelines, rules, and regulations issued by the Department of Budget and Management (DBM).

2.0 Purpose

This Circular is issued to prescribe the updated rules and regulations on the grant of the U/CA to civilian personnel.

3.0 Coverage

These Circular covers civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on full-time or part-time basis.

4.0 Exclusions

The following are excluded from the coverage of this Circular:

- 4.1 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and the uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, Philippine Coast Guard under the Department of Transportation, Bureau of Corrections under the Department of Justice, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources.
- 4.2 Foreign service personnel of the Department of Foreign Affairs and of other departments/agencies who are stationed abroad;
- 4.3 *Barangay* officials and employees paid monthly honoraria; and
- 4.4 Those hired without employer-employee relationships and funded from non-Personnel Services appropriations/budgets, as follows:
 - 4.4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
 - 4.4.2 Laborers hired through job contracts (*pakyaw*) and those paid on piecework bases;
 - 4.4.3 Student laborers and apprentices; and
 - 4.4.4 Those whose services are engaged through job orders, contracts of service, and others similarly situated.

5.0 Rationale of the Grant of U/CA

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work.

In general, such uniforms or clothing are intended to:

- 5.1 Identify the employees with their mother agencies and to convey emblem of authority; and
- 5.2 Provide protective or working clothing, especially for maintenance, workshop, and farm personnel.

6.0 Rates of the U/CA

- 6.1 For FY 2024, the U/CA for full-time service of government personnel shall not exceed **₱7,000** per annum.

For each subsequent year, the U/CA shall not exceed the amount authorized under the pertinent general provision in the annual GAA.

- 6.2 The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service.

For example, the U/CA for part-time service in FY 2024 shall be computed as follows:

$$U/CA \text{ (Part-Time Service)} = (\text{₱7,000}) \times \frac{\text{(hours of part-time service/day)}}{8 \text{ hours of full-time service}}$$

- 6.3 If funds in GOCC or LGU budgets are not sufficient to implement fully the U/CA authorized for the fiscal year, the U/CA may be granted at lower but at uniform rates for all qualified personnel.

7.0 Forms and Other Details of the U/CA

- 7.1 The U/CA may be granted in the following forms:

7.1.1 In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as regulation caps and belts for incumbents to positions like Special Police and Security Guard, etc.;

7.1.2 In the form of textile materials and cash to cover sewing/tailoring costs, as has been adopted by very large departments; and

7.1.3 In cash form, for incumbents to executive positions who may not be required to wear the prescribed uniforms, or for those who will purchase their own uniforms according to set conditions.

- 7.2 As far as practicable, such uniform/clothing shall use Philippine tropical fibers pursuant to RA No. 9242¹, s. 2004.

- 7.3 Shoes shall be on the personal accounts of officials/employees, unless provided for by law.

¹ An Act Prescribing the Use of the Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes dated February 10, 2004

8.0 Government Service Requirement

- 8.1 Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.
- 8.2 The six (6)-month service requirement does not apply to those who are required to wear uniforms at all times while performing their duties such as Security Guard, Special Police, medical and allied medical staff in hospitals, and others in similar situations.

9.0 Grant of the U/CA Due to Various Personnel Actions/Engagements

- 9.1 Newly Hired Employee

A newly hired employee may qualify for the grant of the U/CA after rendering six (6) months of service.
- 9.2 An Employee on Detail

The U/CA of an employee on detail to another government agency shall be borne by the mother agency.
- 9.3 Transferred Employee
 - 9.3.1 An employee who transferred to another agency and was not granted U/CA by the former agency shall be granted U/CA by the new agency, subject to the submission of a certification to that effect.
 - 9.3.2 An employee who transferred to another agency within the year but was earlier granted U/CA by the previous agency shall no longer be granted U/CA by the new agency.
 - 9.3.3 An employee who has already received U/CA from his previous agency may be granted U/CA by the new agency if required to wear a uniform at all times, subject to the approval of the new agency head.
- 9.4 Employee on Study Leave or Study/Training/Scholarship Grant
 - 9.4.1 An employee on study leave or on study/training/scholarship grant, whether locally or abroad, shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service

in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

- 9.4.2 If an employee is on study/training/scholarship grant for the entire year, whether locally or abroad, and is not required to report for work, he/she is not entitled to the U/CA.

Annex A presents illustrative examples of various scenarios involving the grant of the U/CA.

10.0 Fund Sources of the U/CA

- 10.1 For National Government Agencies (NGAs), including SUCs:

10.1.1 **Agency Specific Budgets** – For the requirements based on the previous rate of ₱6,000 per employee; and

10.1.2 **Miscellaneous Personnel Benefits Fund (MPBF)** – For the ₱1,000 additional requirement per employee.

- 10.2 The amount earmarked for the U/CA under the agency specific budgets are covered by **GAA as an allotment order**.

On the other hand, the ₱1,000 additional requirement per employee shall be covered by a **Special Budget Request** to be submitted by the agency to the DBM.

The DBM shall release to the NGAs concerned the computed difference between the actual agency requirements and the amount already provided in the agency-specific budgets under the FY 2024 GAA, which will be charged against the FY 2024 MPBF.

- 10.3 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets.

- 10.4 For LGUs, the amount required shall be charged against their respective local government funds.

11.0 Personnel Services Limitation in LGUs

The grant of the U/CA in LGUs shall be subject to the Personnel Services limitation in LGU budgets under Sections 325(a) and 331(b) of RA No. 7160 or the "*Local Government Code of 1991*."

12.0 Responsibilities of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular.

- 12.1 Agencies shall establish internal guidelines for granting the U/CA, such as determining the form of its grant, selecting uniform/clothing designs, scheduling payment to qualified employees, etc.
- 12.2 Agencies shall also issue internal guidelines on the prescribed uniform or clothing for specific or special employee groups, modified uniforms as may be required due to religious affiliations or creed, physical disabilities, or legitimate health reasons, and monitor compliance with established guidelines for wearing uniforms and appropriate attire.
- 12.3 Agencies shall be held liable for any U/CA granted not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess or undue payments.

13.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

14.0 Repealing Clause

This Circular repeals Budget Circular No. 2018-1 dated March 8, 2018.

15.0 Effectivity

This Circular shall take effect on January 1, 2024.



Digitally signed
by Amenah F.
Pangandaman

AMENAH F. PANGANDAMAN
Secretary



Illustrative Examples

1. Mr. Juan Dela Cruz, after more than four (4) years of government service, tenders his resignation effective May 1, 2024.

He is no longer entitled to the U/CA in FY 2024 as he will not be able to complete the six (6) months of service required for the year.

2. Ms. Juana Dela Cruz will reach the mandatory retirement age on June 1, 2024, after thirty (30) years of government service.

As a Nurse, Ms. Dela Cruz is required to wear a uniform while performing her duties.

While Ms. Dela Cruz will not be able to complete the six (6) months of service required for the year, she may be granted the U/CA for FY 2024 as she is required to wear a uniform at all times while performing her duties.

3. Mr. Juan Pedro’s assumption to duty is on April 1, 2024.

Pursuant to Section 31, Chapter 8, Book I of Executive Order No. 292 (*Administrative Code of 1987*) on the definition of legal periods², one (1) month equals 30 days, six (6) months equals 180 days, and twelve (12) months equals 360 days.

Assuming that Mr. Pedro will not incur any leave of absence without pay until December 31, 2024, he will have completed 275 days of actual service. Accordingly, Mr. Pedro is entitled to the U/CA for FY 2024.

<i>April = 30 days</i>	<i>July = 31 days</i>	<i>October = 31 days</i>
<i>May = 31 days</i>	<i>August = 31 days</i>	<i>November = 30 days</i>
<i>June = 30 days</i>	<i>September = 30 days</i>	<i>December = 31 days</i>

4. Ms. Juana Pedro was hired on a contractual basis for a period of six (6) months, beginning July 1, 2023. Thereafter, she was appointed to a regular position, effective January 1, 2024.

She is entitled to the U/CA for FY 2024.

² “Section 31. Legal Periods. – “Year” shall be understood to be twelve calendar months; “month” of thirty days, unless it refers to a specific calendar month in which case it shall be computed according to the number of days the specific month contains; “day,” to a day of twenty-four hours; and “night,” from sunset to sunrise.”

5. Mr. Juan San Miguel was appointed to a regular position and assumed his post on January 12, 2024. He eventually resigned after just more than five (5) months of service, effective June 15, 2024.

He is no longer eligible for the U/CA in FY 2024.

6. Ms. Juana San Miguel occupied the same regular position in an agency for more than five (5) years.

Her study leave application was approved from February 1, 2024 to September 31, 2024 to allow her to complete her dissertation paper for her post-graduate study.

She is no longer eligible for the U/CA in FY 2024 because she will be unable to complete the six (6)-month service requirement.