



Republic of the Philippines  
**COMMISSION ON AUDIT**  
 Commonwealth Avenue, Quezon City  
 931-9284/951-0937

**MEMORANDUM**

**To** : All COA Officials and Employees  
**Subject** : Guidelines in the Wearing of the Prescribed Office Uniform for CY 2010  
**Date** : 25 November 2009

The wearing of the new COA office uniform, starting 4 January 2010, is hereby prescribed for COA officials and employees in the Central and Regional Offices holding permanent or co-terminous items, while in office during regular office hours, with the following guidelines:

**1. Prescribed COA Uniform**

The prescribed uniform from Mondays to Thursdays is described in Tables 1, 2 and 3 below.

**Table 1: Female Officials and Employees**

<b>Day</b>	<b>Assistant Commissioners/ Directors IV and III</b> <i>(except the Director III of the Medical and Dental Services Office [MDSO])</i>	<b>Rank-and-File</b>	<b>MDSO Personnel</b>
<b>Monday</b>	White blouse Dark blue skirt and blazer	White blouse Dark blue skirt or pair of pants Dark blue blazer	Any blouse/skirt/pair of pants appropriate for work; White long-sleeved blazer
<b>Tuesday</b>	Light pink blouse Dark brown skirt and blazer	Pink with belt detail blouse Dark blue skirt or pair of pants Dark blue blazer	
<b>Wednesday</b>	Chocolate brown blouse Beige skirt and blazer	Beige blouse Dark blue skirt or pair of pants Dark blue blazer	

<b>Day</b>	<b>Assistant Commissioners/ Directors IV and III</b> <i>(except the Director III of the Medical and Dental Services Office [MDSO])</i>	<b>Rank-and-File</b>	<b>MDSO Personnel</b>
<b>Thursday</b>	Light blue blouse Dark blue skirt and blazer	Light blue blouse Dark blue skirt or pair of pants Dark blue blazer	

**Table 2: Male Officials and Employees**

<b>Day</b>	<b>Assistant Commissioners/ Directors IV and III/ Lawyers</b>	<b>Rank-and-File</b> <i>(except MDSO staff)</i>	<b>MDSO Personnel</b>
<b>Monday</b>	White, long-sleeved polo barong Black or dark grey pair of pants	White, short-sleeved polo barong Black or dark grey pair of pants	Any white polo barong & dark-colored pants appropriate for work; White long-sleeved blazer
<b>Tuesday</b>	Beige, long-sleeved polo barong Black or dark grey pair of pants	Beige, short-sleeved polo barong Black or dark grey pair of pants	
<b>Wednesday</b>	Light beige, long-sleeved polo barong Black or dark grey pair of pants	Light beige, short-sleeved polo barong Black or dark grey pair of pants	
<b>Thursday</b>	Light blue, long-sleeved polo barong Black or dark grey pair of pants	Light blue, short-sleeved polo barong Black or dark grey pair of pants	

**Table 3: Maintenance Personnel**

<b>Day</b>	<b>Nature of Work</b>	<b>Female</b>	<b>Male</b>
<b>Monday</b> (to be worn during the flag ceremony)		White blouse and dark blue pair of pants	White, short-sleeved polo barong Black pair of pants
<b>Working Clothes from Monday to Thursday</b>	Gardener/Janitor/ Utility Worker	Royal blue T-shirt Black pair of pants	
	Plumber	Dark Grey T-shirt Black pair of pants	
	Carpenter	Dark Khaki T-shirt Black pair of pants	
	Air-con Technician	Light Grey T-shirt Black pair of pants	
	Painter	Brown T-shirt Black pair of pants	
	Electrician	Light Orange T-shirt Black pair of pants	
	Dormitory Attendant	Light Beige T-shirt Black pair of pants	
	Artist	Light Green T-shirt Black pair of pants	
	Driver	Dark beige shirt jack Brown pair of pants	
	Mechanic	Royal blue shirt jack Black pair of pants	

In view of the nature of their work, maintenance personnel holding permanent positions shall wear the Monday uniform only, after which they shall wear their designated color-coded T-shirts while doing their jobs. For this purpose, maintenance personnel shall be understood as those whose actual functions are to provide general services for the repair and maintenance of buildings, machineries and equipment as well as upkeep of surroundings, such as plumbers, electricians, air-con technicians, carpenters, and utility workers.

Any appropriate business attire may be worn during Fridays. 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 any appropriate blouse or shirt (for female employees), pursuant to Civil Service Commission (CSC) Resolution No. 002515.

## **2. Clothing Accessories**

The prescribed uniform shall be worn with the following accessories:

- 2.1 A pair of black leather shoes; the cost of which shall be on personal account of the official/employee
- 2.2 Identification Card (I.D.)
- 2.3 COA lapel pin

## **3. Exemptions from Wearing the Prescribed COA Uniform**

COA employees may be exempted from wearing the official COA Uniform under the following conditions/circumstances:

- 3.1 Expectant mothers, during the period of pregnancy, after which they shall use the prescribed uniform and lapel pin;
- 3.2 Female employees in mourning, during the period of mourning as reported by them in writing to their respective Sector Heads/Office/Regional Directors;
- 3.3 Newly hired personnel who have not yet rendered six consecutive months of service in this Commission. Pursuant to DBM Budget Circular No. 2003-8 dated 08 December 2003, they shall be entitled to collect clothing allowance only after they have rendered six months of service in the Commission or in the next grant thereof, whichever comes later. However, they are not precluded from wearing the prescribed uniform, provided the payment for such uniforms shall be at their own expense; and
- 3.4 Personnel who are on leave without pay or on training/study/scholarship grant and other similar activities for more than six consecutive months in a particular year pursuant to DBM Budget Circular No. 2003-8.

Those who are retiring in CY 2009 are entitled to collect Uniform/Clothing Allowance (U/CA) in cash, provided they have rendered at least six consecutive months in a particular year including leaves of absence with pay, pursuant to Item 3.2 of DBM Budget Circular No. 2003-8; provided further, that they have not availed themselves of the U/CA in kind as certified by their Office/Regional Director.

#### **4. Prohibited Office Attire**

Office attires not appropriate for work refer to those prohibited under CSC Memorandum Circular Nos. 14 and 25 s. 1991, as amended in CSC Resolution No. 002515 dated 31 October 2000, as follows:

- 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”.

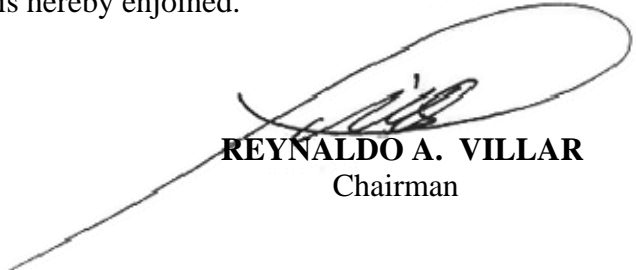
#### **5. Monitoring of Compliance with the Guidelines**

All immediate supervisors shall ensure the proper implementation of these guidelines and shall closely monitor compliance therewith and shall submit a report of any violation to the Office/Cluster/Regional Director concerned, for appropriate action.

#### **6. Payment of Uniform Allowance**

Those authorized to avail of the clothing allowance in lieu of the uniform, pursuant to DBM Budget Circular No. 2003-8, may submit their claims through disbursement voucher at the Accounting Office, Planning, Finance and Management Sector.

Strict compliance herewith is hereby enjoined.



**REYNALDO A. VILLAR**  
Chairman