



MEMORANDUM

To : All Officials and Employees Concerned

Subject : Guidelines for the Release/Distribution of COA Office uniforms and lapel pins for Calendar Year (CY) 2009

Date : 11 September 2009

For a systematic delivery/release of office uniforms and lapel pins and alteration/replacement of the same, the following guidelines and delineation of duties/responsibilities for the release/distribution of office uniforms and lapel pins for CY 2009 are hereby prescribed:

1. The Procurement Property and Supply Management Services (PPSMS), General Services Office (GSO), Administration Sector shall:
 - 1.1 Receive from the contractors the COA uniforms, lapel pins, and altered/replaced uniforms/lapel pins with the accompanying delivery receipts;
 - 1.2 Ensure completeness of the items delivered;
 - 1.3 Secure the items delivered until finally distributed/transported to the Sectors/Offices/Regions concerned;
 - 1.4 Coordinate with the Uniform Coordinators of the Sector/Office in the Central Office/National Capital Region (CO/NCR) concerned on the schedule of delivery and manner of release of the items; and
 - 1.5 Canvass for courier service providers offering the most reasonable price but efficient services for the transport of the items in the regional offices and request fund allocation therefor;
 - 1.6 Coordinate with the courier service provider contracted by COA and the Service Chief, Administration, Training and Finance Services (SC-ATFS), Regional Office concerned on the scheduled transport of the items.
2. The Service Chief, ATFS, Regional Office shall:
 - 2.1 Coordinate with the PPSMS, GSO, Administration Sector on the scheduled transport of the items;
 - 2.2 Coordinate with the Uniform Coordinator of the Region on the scheduled delivery of the items and the manner of release thereof to the end users/employees;

- 2.3 Receive from the courier service provider the items and ensure that the items are in order and complete in accordance with the delivery receipt;
 - 2.4 Secure/keep the items until they are finally distributed to the employees;
 - 2.5 In case of defect/s in deliveries, coordinate with the Bids and Awards Committee (BAC) Secretariat or its authorized representative in the Regional Office in determining the cause of the defect/s of the items;
 - 2.6 In case of defect in the cutting, sewing of the uniform or in the use of the measuring tape it provided by the Contractor, the item/s shall be returned to the Contractor concerned for alteration/replacement; and
 - 2.7 If the defect is due to non-conformity with the measurement, the item/s shall be returned for alteration/replacement to the authorized tailor and/or dressmaker hired by the Regional Office.
3. The designated Uniform Coordinator (UC) of the Sector/Office/Region shall:
- 3.1 For UCs of the Sector/Office:
 - a) Receive the items from the PPSMS-GSO
 - b) Inform the employees concerned to pick up their uniforms/lapel pins, record and distribute the same to the concerned employees;
 - c) Receive from the official/employee concerned the duly accomplished Report on COA Uniforms to be altered/replaced;
 - d) Coordinate with the Contractor concerned for the schedule of the return of the defective uniforms;
 - e) Receive altered items/replacements for distribution to employees concerned
 - 3.2 For Uniform Coordinators in the Regions –
 - a) Receive the items from the SC-ATFS;
 - b) Inform the employees concerned in the Regional Center and Supervising Auditor in the provinces/cities to pick up their uniforms/lapel pins, record and distribute the same to the concerned employee/SA or his authorized representative;
 - c) In case of defect, coordinate with the SC-ATFS, and the BAC or its authorized representative in determining who between the Contractor and the authorized tailor and/or dressmaker who took the measurements is responsible for the alteration/replacement.
 - d) Coordinate with the ATFS for the return of the items for alteration/replacement to the (a) contractor concerned, if the defect is in the cutting, sewing of the uniform or in the use of the measuring tape the contractor provided, with the advise that the Contractor concerned shall bear the cost of alteration or replacement; or (b) authorized tailor and/or dressmaker hired by the Regional Office to take the measurements, if the defect is due to non-conformity with the measurement, with the advise that the cost of alteration or replacement shall be borne by said tailor/dressmaker.

- e) Receive altered items/replacements, record and distribute the same to the concerned employees.

4. Official/Employee shall:

- 4.1 Receive from the UC of the Sector/Office/Region the office uniform and lapel pin; and
- 4.2 In case of defect, fill up the Report on COA Uniforms to be altered/replaced and return the item/s within two days from receipt thereof to the designated UC of the Sector/Office/Region.

The Assistant Commissioners and Directors concerned shall ensure the proper implementation of this Memorandum.

For strict compliance.



REYNALDO A. VILLAR
Chairman

CONTRACTORS FOR THE COA UNIFORM FOR CY 2009

CONTRACTOR	CONTACT INFORMATION
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