



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER

No. DO2020-09-0011

TO : ALL EMPLOYEES

SUBJECT : PRESCRIBING THE WEARING OF OFFICE UNIFORMS FOR
CY 2020 and DOE IDENTIFICATION (ID) CARDS

The following guidelines are hereby issued for implementation in FY 2020:

1. All employees of the Department of Energy shall wear the required office uniforms prescribed below which is the same set of uniforms which took effect in October 2017 until the present, and shall continue to wear the DOE Identification (ID) Card at all times while in the DOE premises:

DAY	MALE (Semi-Amboy Plain Colored Polo with Collar matched with any dark pants)	FEMALE (Semi-Amboy Plain Colored Polo Blouse matched with any dark pants/skirt)
Monday	Pink	Pink
Tuesday	Green	Green
Wednesday	Blue	Blue
Thursday	Beige	Beige
Friday	For both male/female employees, the wearing of prescribed uniforms is not strictly required, but observance of the Dress Code or wearing of appropriate office attire with DOE ID is required.	
April –May (Summer Months)		
During ECQ,MECQ, GCQ,MGCQ		
Observance of the Dress Code prescribed in DOE Memorandum, dated 20 August 1997 and Civil Service Commission (CSC) Memorandum Circular (MC) No. 19, series of 2000, shall be strictly observed. Gauzy, transparent or net-like shirt or blouse; sando, strapless or spaghetti-strap; tank tops, blouse with over-plunging necklines; micro-mini skirt, walking shorts, cycling shorts, leggings, tights and jogging pants are prohibited. The wearing of rubber sandals, rubber slippers, bakya, is also not allowed.		



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2. The following employees are exempted from wearing of office uniforms:
 - 2.1. Those on field work whether within or outside Metro Manila;
 - 2.2. Those on official business outside the office;
 - 2.3. Those who are in mourning (one [1]) year);
 - 2.4. Pregnant women;
 - 2.5. Those who are engaged in work which entails the soiling of clothes (i.e. mechanics, maintenance personnel and laboratory aides) are allowed to change their uniforms to a more comfortable or appropriate attire during the performance of said tasks;
 - 2.6. Those hired without employee-employer relationships and funded from non-Personal Services appropriations/budgets; and
 - 2.7. All employees during the summer months of April-May 2020.
3. DOE Officials shall wear the prescribed uniforms, as the case may be.
4. The wearing of the prescribed office uniforms is hereby relaxed during the implementation of the Modified/General/Enhanced Community Work Schemes. This is to give due consideration for employees who continue to report for work as part of the Skeleton Work Force (SWF). Appropriate penalties/sanctions are likewise released at this time.
5. The wearing of the prescribed office uniforms will resume when the situation improve, with the enforcement of appropriate penalties & sanctions.
6. Resolution of issues in the event questions or concerns are raised in connection with the wearing of office uniforms, shall be resolved by the Uniform Committee whose decision is recommendatory to the Secretary.
7. All department orders and other issuances or parts thereof inconsistent with this Department Order are hereby modified, amended or superseded accordingly.
8. These guidelines shall take effect immediately.

For strict implementation.


ALFONSO G. CUSI
Secretary



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IN REPLYING PLS. CITE:

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