



Republic of the Philippines
DEPARTMENT OF ENERGY

DEC 21 2009

DEPARTMENT ORDER

No. DO 2009-12-0017

TO : ALL EMPLOYEES

SUBJECT : WEARING OF OFFICE UNIFORMS

The following Guidelines on the wearing of office uniforms by the employees of the Department of Energy are hereby issued:

1. All employees of the Department of Energy are required to wear the office uniforms from Mondays to Thursdays as follows:

	Male	Female
Monday	White short-sleeve polo and bluish-grey pants	Beige V-neckline blouse and straight cut black pants or skirt and blazer
Tuesday	Grey polo jacket and grey pants	Lavender/lilac pointed shawl collar blouse and striped pants/skirt and blazer
Wednesday	Light blue polo jacket and navy blue pants	Blue trubenized collar blouse and blue pants
Thursday	Light yellow polo jacket and dark brown pants	Light earth green blouse and gray pants
Friday	For both male/female employees , wearing of uniforms is not required. However, observance of the Dress Code prescribed in DOE Memorandum dated 20 August 1997 and Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 14 and 25, series of 1991, shall be strictly observed. Walking shorts, pedal pushers, leggings, tights and jogging pants are prohibited. The wearing of slippers, bakya, and the like is also not allowed.	

2. The following employees are exempted from wearing of office uniforms:

- a. Those on field work whether within or outside Metro Manila;
- b. Those on official business outside the office;
- c. Those who are in mourning;
- d. Pregnant women; and
- e. Those who are engaged in work which entails the soiling or dirtying of clothes (i.e. mechanics, maintenance personnel and laboratory aides) are allowed to change their uniforms to a more comfortable or appropriate outfit during the performance of said tasks;

3. Violation, Enforcement and Penalties

3.1 The following shall constitute an offense:

The non-wearing of proper office uniforms whether partial or complete for ten (10) times in a month for two (2) months in a semester or for two (2) consecutive months in a year shall constitute an offense.

3.2 For the effective implementation of these guidelines, the following monitoring procedure shall be adopted:

3.2.1 The Security Guard on duty together with the Committee on Uniforms (Male and Female) in addition to their functions stated under DO No. DO2008-06-0005 (copy attached) shall be directly responsible for the implementation of this Order.

3.2.2 Weekly report of any violation hereof shall be submitted to HRMD by listing the names of the employees on Report of Employees not wearing Proper Office Uniform (copy attached).

3.2.3 HRMD shall keep a separate record of the number of times an employee failed to wear the proper office uniform for appropriate action as warranted.

4. Penalties

The non-wearing of proper office uniform shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as follows:

1st offense - Written reprimand

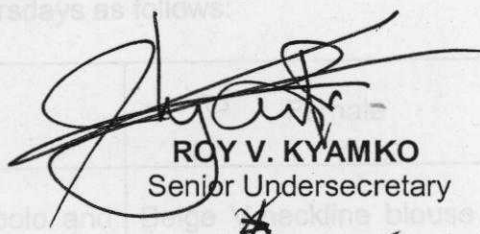
2nd offense - Considered absent for each day of violation or he/she shall pay a fine equivalent to his/her one day salary but not to exceed one month.

3rd offense - Dismissal

5 Resolution of Issues. In the event questions or issues are raised in connection with the wearing of uniforms, said matters shall be resolved by the Uniform Committee whose decision is recommendatory to the Secretary.

6. All department orders and other issuances or parts thereof inconsistent with this Department Order are hereby modified, amended or superseded accordingly.

7. These guidelines shall take effect on January 4, 2010.


ROY V. KYAMKO
Senior Undersecretary

	Male	Female
Monday	White short-sleeve polo shirt and blueish-grey pants	White short-sleeve blouse and striped pants or skirt and blazer
Tuesday	Grey polo jacket and grey pants	Lavender/lilac pointed shawl collar blouse and striped pants/skirt and blazer
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