12 July 2019

MEMORANDUM CIRCULAR
No. 19-009

TO : All City Employees

SUBJECT : Reiteration of Wearing of Prescribed Proper Uniform

It has been observed that despite the issuance of Memorandum Circular Nos. 17-003, 004-17, 17-549 and 18-005 and release of 2019 clothing allowance, there are still some employees who are not wearing the prescribed proper office uniform.

In this regard, please be reminded of the following:

1. The wearing of the official uniform shall be observed every working day which includes the ID and shoes;

   For those in the office except Tourism and Marikina Hotel:

   1.1. Type A Uniform (to be worn from Mondays to Thursdays)
       - white shirt jack style blouse, blue skirt/pants, dark blue/black closed shoes, sling back and style shoes for female employees
       - white shirt jack style, dark blue straight cut pants and black shoes for male employees

   1.2 Type B Uniform (to be worn every Fridays)
       - white polo shirt with the Seal of the City and name of the department/office

   For those in the Operation like CTMDO, CEMO, OPSS, PDO, RPDO, SRMG, MCDRRMO, Engineering, MSC, MSO
       - must wear their offices’ approved uniform/shirt in the discharge of their function
2. The following may be exempted, upon request, from wearing the prescribed uniform:

   2.1 female employees who are on the family way
   2.2 those who are in mourning

Any violation committed with respect to the wearing of the prescribed proper uniform shall be dealt with the corresponding administrative action.

All heads of department/office/division shall be responsible for the proper dissemination of this memo to all employees under their jurisdiction.

BY AUTHORITY OF THE MAYOR:

JANET S. OBISPO
City Personnel Officer

Noted:

ADRIAN S. SALVADOR
Acting City Administrator