



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 128-2009

TO : All Employees of the First and Second Level Courts in Regions 1 to 12

SUBJECT: WEARING OF OFFICE UNIFORMS FOR CY 2010

For calendar year 2010, you are required to wear the prescribed office uniforms, subject to the following guidelines:

1.) The uniform/clothing allowance (U/CA) for CY 2010 shall be given in check to be mailed by the Checks Disbursement Division, Financial Management Office, OCA at the proper time. The clothing allowance **shall be strictly used** to acquire a complete set of office uniforms for CY 2010.

2.) **Entitlement-** employees who are in the service between **July 1, 2009 (cut-off date) to June 30, 2010** are entitled to the U/CA for CY 2010.

3.) **Exclusions-** The following **are not entitled** to U/CA for CY 2010:

a.) Employees who are compulsorily retiring on or before June 30, 2010;

b.) Employees who are leaving the government service, other than by compulsory retirement (i.e. resignation, transfer, optional retirement) on or before June 30, 2010; and

c.) Employees with a gap in the service for six (6) months or more between July 1, 2009 and June 30, 2010.

4.) Any U/CA paid to the employee falling under Item 3 above shall be returned to the Financial Management Office (FMO), OCA, by the clerk of court/employee concerned. Otherwise, it shall be treated as overpayment.

5.) A set of office uniform shall be composed of:

5.1 Male Office Uniform: Four (4) Polo Barong and Four (4) pairs of pants; and

5.2 Female Office Uniform: Four (4) blouses and Four (4) pairs of pants or skirts.

6.) You may have your office uniforms made by any modiste or tailor in the country.

7.) Employees who are not entitled to the uniform allowance may still purchase their office uniforms at their own expense.

Copies of sketches and the sample fabrics with narrative descriptions are available at the Offices of the Clerk of Court in the Regional Trial Court and Municipal Trial Court in Cities (for multiple sala courts); and the Office of the Executive Judge, Regional Trial Court (for single sala courts). Strict adherence to the type and color of the fabrics as well as the style and cut of the office uniforms is strongly enjoined.

For inquiries, please contact the Secretariat, Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts, c/o Ms. Ester Melody M. Sudario or Ms. Eden A. Otila, JSMD-CMO, OCA, Tel. No. 404-2731.

September 18, 2009



JOSE P. PEREZ
Court Administrator

TCB/Circular-uniform (LC)/emm-s