



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

OCA CIRCULAR NO. 151-2009

TO : All Female Employees of the First and Second Level Courts in the National Capital Judicial Region (NCJR)

SUBJECT : Taking of Body Measurements for Office Uniforms for Calendar Year 2010

Please be informed that the Contract for the Supply and Delivery of uniforms for female employees of the Supreme Court, Presidential Electoral Tribunal and Lower Courts for calendar year 2010 was awarded to **LA MARINA ENTERPRISES, INC.**, 8981 Aranga Street, San Antonio Village, Makati City, Tel. Nos. 895-0165/899-8461.

To ensure the orderly and proper monitoring of the taking of body measurements, representatives of La Marina shall take the body measurements of all female employees on the assigned dates per attached Schedule, subject to the following guidelines:

- 1.) All employees must sign and indicate on the Master List-Record of Body Measurement-Taking the date when their measurements were taken by the official modiste.
- 2.) Employees doing fieldwork, such as sheriffs and process servers, must make proper arrangements with their superiors to ensure that their measurements are taken.
- 3.) In order to ensure that accurate body measurements are taken, you are advised not to wear denims.
- 4.) Employees whose measurements were not taken during the scheduled dates are required to proceed to the shop of the modiste for the taking of their body measurements **on or before November 20, 2009**. Failure to have their body measurements taken on such date without justifiable cause, is a ground for forfeiture of the clothing allowance.
- 5.) Only measurements actually taken by the authorized representatives of the modiste will be accepted. Old measurements are not allowed.
- 6.) **Only employees who are in the service as of July 1, 2009 and are continuously in the service up to June 30, 2010 are entitled to office uniforms for calendar year 2010.**

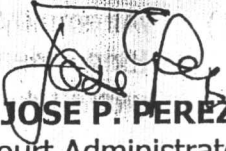
EXCLUSIONS:

- a.) Employees who are compulsorily retiring on or before June 30, 2010 **are not entitled to office uniforms/allowance for Calendar Year 2010**. However, those Employees who

are covered by the exclusion but whose names were inadvertently included in the Master List are required to inform the modiste of the fact and must refrain from having their body measurements taken.

- b.) Employees who are leaving the government service other than compulsory retirement (resignation, transfer, optional retirement) on or before June 30, 2010 are advised not to have their body measurements taken. Those who will avail of the office uniforms and later resign, transfer, optionally retire or are terminated from the service on or before June 30, 2010 shall be required to reimburse to the Court their uniform allowance.
- c.) Item 6.b above also applies to employees with a gap in the service for six (6) months or more between July 1, 2009 and June 30, 2010.
- 7.) **In no case may the office uniform allowance be converted into cash.**
- 8.) For questions and clarification, 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.

October 21, 2009


JOSE P. PEREZ
Court Administrator

Copy furnished:

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