



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

OCA CIRCULAR NO. 170-2017

**TO: All Court Personnel of the First and Second Level Courts
(NCJR and Regions 1 to 12)**

**SUBJECT: Taking of body measurements for Office Uniforms for
CY 2017**

It has come to the attention of the Committee on Office Uniforms for the Supreme Court, the Presidential Electoral Tribunal and Lower Courts, that there are still employees whose body measurements have not been taken according to the schedule. In view thereof, said employees are required to either send their body measurements to the following companies using the attached guidelines or proceed to their respective shops:

FEMALE OFFICE UNIFORMS	COMPANY	MALE OFFICE UNIFORMS	COMPANY
NCR	Executive Chic joint venture with KRENZ	NCR	RIZAL's Custom Tailor
Regions 1-5	LA MARINA joint venture with RISLA	Regions 1 to 5	LA MARINA joint venture with RISLA
Regions 6-8	Santoyo Clothline Creation	Regions 6 to 8	SANTOYO Clothline Creation
Regions 9-12	Executive Chic joint venture with KRENZ	Regions 9 to 12	Executive Chic joint venture with KRENZ

with the addresses:

- Executive Chic, Inc.**
No. 58 Pla-Pla Alley
Dagat-Dagatan, Caloocan City
Tel. No.(02) 288-43-50
Mobile No. 09178127130 (Evelyn Bautista)
Email Address: the_executive_chic_inc.@yahoo.com
- KRENZ Apparell Inc.**
72 E. Scout Rallos St., Quezon City
Tel. No. (02) 452-40-89
Mobile Nos. 09175380234 / 0998535102 (Delia Paulino)
Email Address: renz_hcs@yahoo.com
- La Marina Enterprises, Inc.**
8981 Aranga St., San Antonio Village, Makati City
Tel. Nos. 899-84-61/403-58-94
Mobile No. 09209646509 (Archie Dimayuga)
Email Address: lamarinauniforms@yahoo.com

4. **RISLA Collection Inc.**
3402 Cityland Pasong Tamo Tower
Don Chino Roces Ave., Pio del Pilar, Makati City
Tel. No. (02) 7573869
Mobile No. 09176251001 (Regina Isla)
Email Address: rislacollections@yahoo.com
5. **RIZAL'S CUSTOM TAILOR**
1623 P. Guevara Street, Sta. Cruz, Manila
Tel. No. 711-8497
Mobile No. 09178153375 (Bibiana Rizal)
Email Address: rizal_tailoring@yahoo.com
6. **SANTOYO Clothline Creation**
No.15 A M. Lozada St., Sto. Rosario-Silangan, Pateros, Metro Manila
Tel. No. 643-86-97
Telefax No.642-61-94
Mobile Nos. 09178561546/09088207122 (Chona Bello /Feb Traviña /
Joan Ename)
Email Address: santoyoclothline@yahoo.com.ph

Concerns on office uniform repairs/alterations and the taking of measurements shall be addressed directly to the respective suppliers concerned through the Clerk of Court in single sala courts and the Committee for Office Uniforms in multiple sala courts.

To be entitled to office uniforms, employees **must be in the service as of 1 July 2015.**

10 August 2017


JOSE MIDAS P. MARQUEZ
Court Administrator

MALE MEASUREMENT FORM

NAME : _____
(Pls. write legibly)

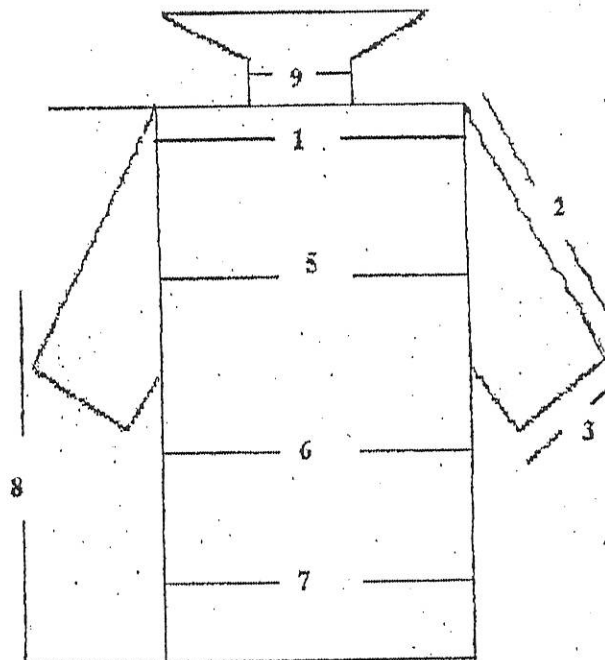
POSITION: _____

COURT AND BRANCH: _____

LOCATION: _____

DATE OF APPOINTMENT : _____
(Must be in the service as of July 1, 2015)

- | | | |
|----------------------|---|-------|
| 1. Shoulder | : | _____ |
| 2. Length of Sleeves | : | _____ |
| 3. Arm | : | _____ |
| 4. Cuffs | : | _____ |
| 5. Bustline | : | _____ |
| 6. Waistline | : | _____ |
| 7. Hips | : | _____ |
| 8. Body length | : | _____ |
| 9. Neck | : | _____ |



PANTS

- | | | |
|------------------|---|-------|
| 1. Waistline | : | _____ |
| 2. Hips | : | _____ |
| 3. Length | : | _____ |
| 4. Thigh | : | _____ |
| 5. Knee | : | _____ |
| 6. Bottom | : | _____ |
| 7. Crotch | : | _____ |
| 8. Circumference | : | _____ |

Normal	:	_____
Semi-loose	:	_____
Loose	:	_____

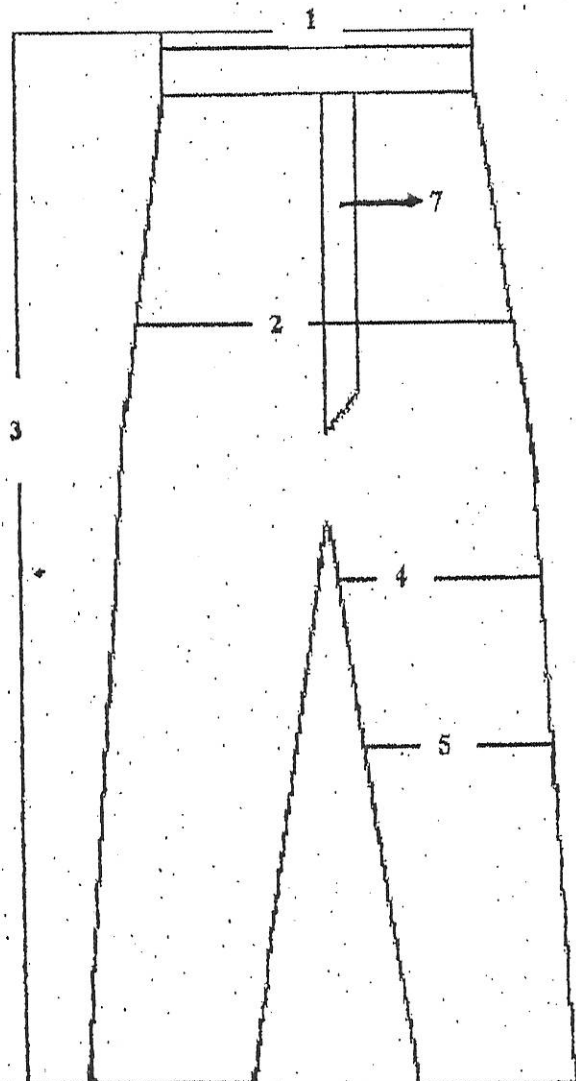
SIGNATURE	:	_____
DATE	:	_____

CUTTER

BARONG/POLO

PANTS

- | | | |
|-----|-------|-------|
| I. | _____ | _____ |
| II. | _____ | _____ |
| V. | _____ | _____ |



FEMALE MEASUREMENT FORM

NAME : _____
(Pls. write legibly)

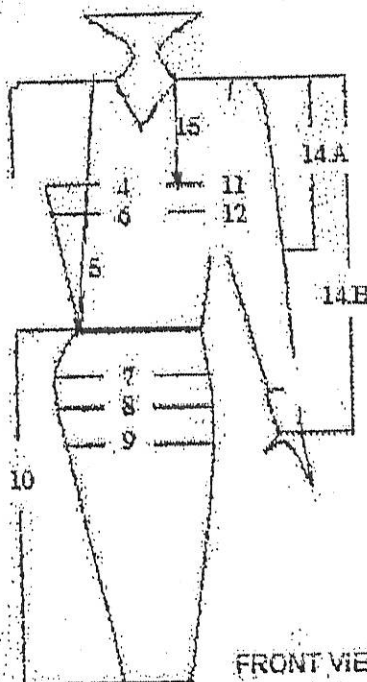
POSITION: _____

COURT AND BRANCH: _____

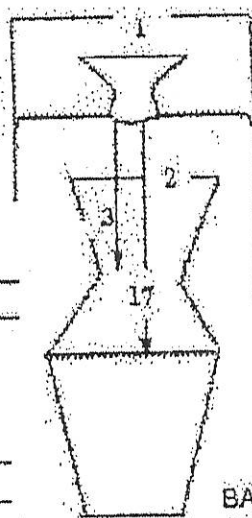
LOCATION: _____

DATE OF APPOINTMENT : _____
(Must be in the service as of July 1, 2015)

1. Shoulder _____
2. Back Chest _____
3. Back Figure _____
4. Front Chest _____
5. Front Figure _____
6. Bustline _____
7. Waistline _____
8. 1st Hips _____
9. 2nd Hips _____
10. Length of Skirt _____
11. Armhole _____
12. Arm _____
13. Wrist _____
14. Length of Sleeves _____
- 14.A _____
- 14.B _____
15. Bust Point _____
16. V-Neck _____
17. Blazer Length _____



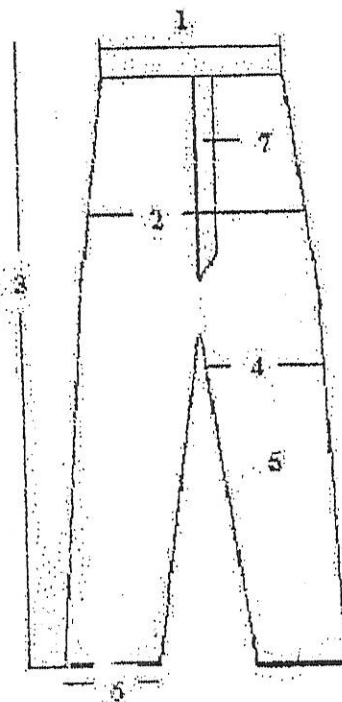
FRONT VIEW



BACK VIEW

PANTS MEASUREMENT

1. Waistline _____
2. Hips _____
3. Length _____
4. Thigh _____
5. Knee _____
6. Button _____
7. Crotch _____
- Circumference _____



EMPLOYEES SIGNATURE: _____

Date Measured: _____

CUTTER: (For La Marina only)

	Blouse	Skirt	Blazer
I.	_____	_____	_____
II.	_____	_____	_____
III.	_____	_____	_____
IV.	_____	_____	_____
V.	_____	_____	_____

PATTERN

CUTTING

I.	_____	_____
II.	_____	_____
III.	_____	_____
IV.	_____	_____
V.	_____	_____

- (1) Height ☐ 4'9 - 4'11" ☐ 5' - 5'3" ☐ 5'4 - 5'6" ☐ 5'7 - 5'9"

- (2) Age ☐ 21-30 ☐ 31-45 ☐ 46 above

- (3) Fitting ☐ Tailored ☐ Semi-loose ☐ Loose

IN TAKING MEASUREMENT

BUST - Insert (3) fingers around the tape measure
WAIST - Relax and Insert (1) finger
SHOULDER - EXACT MEASUREMENT

REMARKS:

FRBST _____
BKBST _____