



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

**OCA CIRCULAR NO. 205-2017**

**TO: ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS  
OF COURT AND EMPLOYEES OF THE FIRST AND  
SECOND LEVEL COURTS**

**SUBJECT: WEARING OF NEW SETS OF OFFICE UNIFORMS FOR  
CALENDAR YEAR 2017**

Those whose office uniforms have already been delivered and are no longer subject for repair should wear their office uniforms starting **02 October 2017**.

The schedule of wearing of office uniforms shall be as follows:

	<b>Male Office Uniform (Polo Barong/Pants)</b>	<b>Female Office Uniform (Blouse/Skirt or Pants)</b>
<b>Monday and Wednesday</b>	<b>Grayish Blue Barong and Midnight Blue Pants</b>	<b>Light Gray Blouse with Blue combination and Blue Skirt/Pants</b>
<b>Tuesday and Thursday</b>	<b>Gray Barong and Charcoal Gray Pants</b>	<b>Gray blouse with Beige combination and Gray Skirt/Pants</b>
<b>Friday</b>	<b>Appropriate Office Attire</b>	

For those who have no uniforms yet or whose uniforms are subject for repair should observe the guidelines under paragraphs IV, VIII and IX, Memorandum Circular No. 42-2013, dated April 29, 2013:

**"IV. Guidelines on the wearing of office uniforms/and appropriate office attire**

**A. Appropriate Office Attire**

- A.1. Skirts of office uniforms or casual office attire should be at least knee-length (one inch above the knee may be allowed).

- A.2. Appropriate footwear shall mean closed formal shoes; however, mules, sling back shoes and peep toes are allowed.

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- B.1. The following attire are prohibited when performing official functions:

- (a) Gauzy, transparent or net-like blouse or shirt;
- (b) Sando, sleeveless, strapless or spaghetti-strapped blouse, tank tops (unless worn as an undershirt) blouse with over-plunging necklines;
- (c) Collarless t-shirts for men;
- (d) Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants, pedal pushers;
- (e) Sandals and step-ins exposing the toes; and
- (f) Rubber sandals, slippers (crocs, havaianas, ipanema, fitflops, happy feet, sanuk) and "bakya"

- B.2. The sporting of long and unkempt hair, as well as wearing of earrings and other body ornaments by male employees are not allowed.

- B.3. Denim or "maong" pants, collarless t-shirts for men, rubber shoes, sandals, flipflops and step-ins are allowed on **Fridays only**.

4. Identification Card (ID) - I.D. forms part of the official uniform/appropriate office attire. Thus, it must be worn at all times while on official duty.

### **VIII. Implementation and Monitoring**

#### **B. Lower Courts:**

1. In single sala courts, the Clerks of Court shall be responsible in implementing and monitoring compliance with these guidelines. In multiple sala courts, a Committee for Office Uniforms shall be created, with the Clerks of Court as Chairperson and with two (2) members to be designated by the Executive Judge.
2. The Clerk of Court in single sala courts and the Committee for Office Uniforms in multiple sala courts shall:
  - 2.1 ensure compliance with the guidelines on the wearing of office uniforms or appropriate office attire;
  - 2.2 act on requests for exemption and submit report to the Committee for Office Uniforms for SC, PET and LC;

2.3 submit to the Committee for Office Uniforms for SC, PET and LC, the list of personnel violating these guidelines and recommend appropriate disciplinary actions thereon.

3. The officers of the Philippine Association of Court Employees (PACE) are hereby deputized to monitor compliance of lower court personnel with the guidelines. Any report on violation shall be submitted to the Committee for Office Uniforms SC, PET and LC.

#### **IX. Disciplinary Action for Non-Compliance**

Conformably with Section 22 (c), Rule XIV, Revised Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987) and Other Pertinent Civil Service Law, which states that violations of reasonable office rules and regulations include the violations of CSC MC No. 19, s. 2000 (Dress Code), and pursuant to the Court's inherent power to discipline its personnel, the following penalties shall be imposed upon the erring personnel through administrative disciplinary proceedings:

- |    |                |   |  |
|----|----------------|---|--|
| 1. | First offense  | - | Reprimand  |
| 2. | Second offense | - | Suspension without pay for one (1) to thirty (30) days                     |
| 3. | Third offense  | - | Suspension without pay for one (1) month and one (1) day to six (6) months |
| 4. | Fourth offense | - | Dismissal from the service   |

Any matter not covered by these Guidelines shall be referred, for appropriate action, to the Committee for Office Uniforms for SC, PET and LC.

Any issuances inconsistent herewith are hereby superseded."

Locally-paid employees who are detailed in the courts **are not authorized** to wear the office uniforms for the lower courts. They may wear the prescribed office uniform of their respective offices or the appropriate office attire.

Compliance herewith shall be submitted to the Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts through the Secretariat: Ms. Ester Melody M. Sudario and Mr. Jerry Payson at Tel. No. 4042731.

The Clerk of Court in single sala courts and the Committee for Office Uniforms in multiple sala courts should submit a report address to Deputy Court Administrator Thelma C. Bahia, Office of the Court Administrator, whether all court employees in their area, *except those who are not entitled*, has already received their office uniforms.

For your information, guidance and strict compliance.

26 September 2017

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator 

TCB/OCA CIRCULAR 2017/emm-s