



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

OCA CIRCULAR NO. 206-2020

TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT: APPROVED MEMORANDUM DATED 16 DECEMBER 2020 OF THE COMMITTEE FOR OFFICE UNIFORMS FOR THE SUPREME COURT, THE PRESIDENTIAL ELECTORAL TRIBUNAL AND LOWER COURTS ON THE REQUEST OF THE SUPREME COURT EMPLOYEES ASSOCIATION (SCEA) FOR THE RELAXATION OF THE RULES ON THE WEARING OF THE PRESCRIBED OFFICE UNIFORM FROM 17 DECEMBER 2020 UNTIL 31 JANUARY 2021

For the information and guidance of all first and second level courts, appended herein as Annex "A" is the approved Memorandum dated 16 December 2020 of the Committee for Office Uniforms for the Supreme Court, The Presidential Electoral Tribunal and Lower Courts on the request of the Supreme Court Employees Association (SCEA) for the relaxation of the Guidelines on the Wearing of Appropriate Office Attire thereby allowing court employees to wear wash day clothes starting 17 December 2020 to 31 January 2021, on the condition that Paragraph II of the Guidelines on the Wearing of Appropriate Office Attire* shall be strictly observed and complied with.

22 December 2020


JOSE MIDAS P. MARQUEZ
Court Administrator


MMA/AC/FRC/rgt/scea.relaxationofguidelinesonwearingofuniform

* II. Collarless t-shirts for men shall not be allowed even on Fridays. However, denim or "maong" pants, rubber shoes, sandals, and step-ins may still be worn on Fridays only.



Republic of the Philippines
Supreme Court
Manila

Committee for Office Uniforms for the Supreme Court, The Presidential
Electoral Tribunal and Lower Courts

MEMORANDUM

FOR : HON. DIOSDADO M. PERALTA
Chief Justice of the Philippines

THRU : ATTY. EDGAR O. ARICHETA
Clerk of Court *En Banc*

RE : REQUEST TO RELAX THE RULES ON THE WEARING OF
THE PRESCRIBED OFFICE ATTIRE FROM 17 DECEMBER
2020 UNTIL 31 JANUARY 2021

DATE : 16 December 2020

In a Letter dated 10 December 2020, the Supreme Court Employees Association (SCEA), through Mr. Erwin D. Ocson, SCEA President, requests "that the Court relax the rules on the wearing of the prescribed office attire, in time for the holding of the Christmas celebration of the Supreme Court and the various offices, starting December 17, 2020 until the last working day of the year."

Administrative Circular No. 42-2103 dated 29 April 2013, and the Guidelines on the Wearing of Appropriate Office Attire (Guidelines) dated 06 December 2018, prescribe the appropriate office attire to be worn by all employees of the Court, the Presidential Electoral Tribunal and Lower Courts. Paragraph IV (B)[B.3]¹ of the said administrative circular, in relation to Paragraph II of the

¹ IV. Guidelines on the wearing of office uniforms and appropriate office attire:

x x x

B. Prohibited Office Attire

x x x

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

x x x.

Guidelines,² relaxes the rules on the wearing of appropriate office attire by allowing the wearing of wash day attire every Friday.

Today, the members of this Committee deliberated upon the SCEA request and also took note that a number of court employees walk, cycle, or drive a motorcycle to work due to limited public transportation brought about by the community quarantine protocols.

The Committee finds merit in the request of SCEA to relax the imposition of the Guidelines and respectfully recommends that court employees be allowed to wear wash day attire to provide them with ease of movement on the occasion of the Supreme Court's holiday festivities starting 17 December 2020 until 31 January 2021, on the condition that the Guidelines shall be strictly observed.

IN VIEW OF THE FOREGOING, the Committee on Office Uniforms for the Supreme Court, the Presidential Electoral Tribunal and Lower Courts, respectfully recommends that:

(1) the request of the Supreme Court Employees Association (SCEA), through Mr. Erwin D. Ocson, SCEA President, for the relaxation of the rules on the wearing of the prescribed office attire, be **GRANTED**; and

(2) the Guidelines on the Wearing of Appropriate Office Attire be **RELAXED** thereby allowing employees of the Court, the Presidential Electoral Tribunal and the Lower Courts to wear wash day clothes, **starting 17 December 2020 until 31 January 2021**, on the condition that Paragraph IV(B)[B.3] of Administrative Circular No. 42-2013, in relation to Paragraph II of the Guidelines on the Wearing of Appropriate Office Attire shall be strictly observed and complied with.

For Your Honor's consideration and approval, please.

Maria Regina Adoracion

MARIA REGINA ADORACION

FILOMENA M. IGNACIO

Assistant Court Administrator

and Chairperson

Maria Carina M. Cunanan

MARIA CARINA M. CUNANAN

Deputy Clerk of Court and Chief Administrative Officer,

Vice-Chairperson

² II. Collarless t-shirts for men shall not be allowed even on Fridays. However, denim or "maong" pants, rubber shoes, sandals, and step-ins may still be worn on Fridays only.

Corazon G. Ferrer-Flores
CORAZON G. FERRER-FLORES
Deputy Clerk of Court and Chief, FMBO
Member

Caridad A. Pabello
CARIDAD A. PABELLO
OCA Chief of Office
Office of Administrative Services,
Office of the Court Administrator
Member

Marjorie B. Barribal-Javier
MARJORIE B. BARRIBAL-JAVIER
Member, OCJ Representative

Marietta R. Esdrelon
MARIETTA R. ESDRELON
Member, FMO, OCA
Representative

Donna Lynn W. Aricheta
DONNA LYNN W. ARICHETA
Member, OCC- En Banc Representative

Elizabeth S. Tanchoco
ELIZABETH S. TANCHOCO
Member, SCALE Representative

Susan M. Doronio
SUSAN M. DORONIO
Member, SCEA Representative

*consulted by phone and agreed
to the recommendations*
MA. CRISTINA I. JAPZON
Member, PACE Representative

FOR YOUR HONOR'S CONSIDERATION

Edgar O. Aricheta
EDGAR O. ARICHETA
Clerk of Court
Supreme Court

Diosdado M. Peralta
APPROVED:
DIOSDADO M. PERALTA
Chief Justice