



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

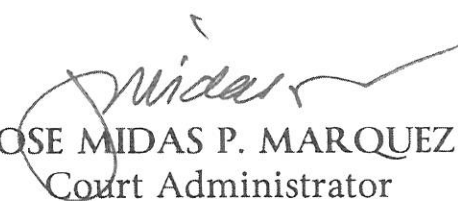
OCA CIRCULAR NO. 19-2021


TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT: APPROVED MEMORANDUM DATED 01 FEBRUARY 2021 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 EXTENSION OF THE RELAXATION OF THE RULES ON THE WEARING OF THE PRESCRIBED OFFICE UNIFORM FROM 01 TO 28 FEBRUARY 2021

For the information and guidance of all first and second level courts, appended herein as Annex "A" is the approved Memorandum dated 01 February 2021 of the Committee for Office Uniforms for the Supreme Court, the Presidential Electoral Tribunal and Lower Courts on the request of the SCEA for the extension of the relaxation of the Guidelines on the Wearing of Appropriate Office Attire, thereby allowing court employees to wear wash day clothes from 01 to 28 February 2021, pursuant to 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.\*

04 February 2021

  
JOSE MIDAS P. MARQUEZ  
Court Administrator

 MMA/ACJ/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

SUPREME COURT  
 OFFICE OF THE CLERK OF COURT  
 EN BANC  
 RECEIVED

FEB 01 2021

BY: NT  
 TIME: 3:16  
 Annex "A"

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

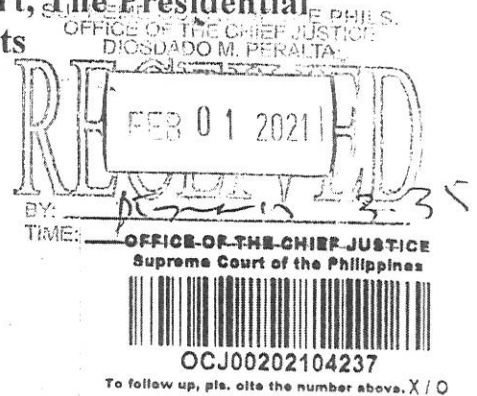
**MEMORANDUM**

**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 01 TO 28  
 FEBRUARY 2021**

**DATE : 01 February 2021**



In a Letter dated 29 January 2021, the Supreme Court Employees Association (SCEA), through Mr. Albert S. Montinola, SCEA Vice-President, requests “that the Court relax the rules on the wearing of the prescribed office attire, this time in view of the still existing general community quarantine (GCQ) status in Metro Manila and the recent entry of the new variant of the Corona virus (Covid-19) in the country.”<sup>1</sup>

Previously, in a Memorandum dated 16 December 2020, this Committee recommended the approval of the request of the SCEA for the relaxation of the rules on the wearing of the prescribed office attire from 17 December 2020 until 31 January 2021, to allow court personnel ease of movement on the occasion of the Supreme Court's holiday festivities and taking into account the limitations in public transportation brought about by community quarantine protocols. This recommendation was approved by Your Honor on the same date.

Considering that Metro Manila will still be under General Community Quarantine for the entire month of February 2021,<sup>2</sup> this Committee finds merit in the request of SCEA to extend the relaxation of the imposition of the Guidelines on the Wearing of Appropriate Office Attire (Guidelines) dated 06 December 2018, and respectfully recommends that court employees be allowed to wear wash day attire from 01 to 28 February 2021, while General Community Quarantine is in place.

<sup>1</sup>Annex A.

<sup>2</sup>Announced by Presidential Spokesperson Harry S. Roque in a media briefing today, 29 January 2020.

**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. Albert S. Montinola, SCEA Vice-President, for the relaxation of the rules on the wearing of the prescribed office attire anew, be **GRANTED**;

(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, from **01 to 28 February 2021**, pursuant to 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.

For Your Honor's consideration and approval, please.

*Ignacio*  
**MARIA REGINA ADORACION  
FILOMENA M. IGNACIO**  
Chairperson

*Ke. Ad. Cunanan*  
**MARIA CARINA M. CUNANAN**  
Vice-Chairperson

*Corazon G. Ferrer-Flores*  
**CORAZON G. FERRER-FLORES**  
Member

*Caridad A. Pabello*  
**CARIDAD A. PABELLO**  
Member

*Marjorie B. Barribal-Javier*  
**MARJORIE B. BARRIBAL-JAVIER**  
Member

*Marietta R. Esdrelon*  
**MARIETTA R. ESDRELON**  
Member

*\* Walk from home but agreed to the recommendation per some conversation on 01 February 2021.*  
**DONNA LYNN S. ARICHETA**  
Member

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

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

*Ma. Cristina I. Japzon*  
**APPROVED: 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*  
**DIOSDADO M. PERALTA**  
Chief Justice  
Date FEB 02 2021