



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila

TREASURY OFFICE ORDER NO. 10-2023
23 March 2023

GUIDELINES ON THE WEARING OF PRESCRIBED UNIFORMS

In the interest and exigency of the service and pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 10, series of 2000, dated 30 October 2000 on the *Revised Dress Code Prescribed for all Government Officials and Employees in the Workplace*, all officials and employees of the Bureau of the Treasury (BTr), including those under contract of service and job order status are hereby directed to observe the following Guidelines on the Wearing of Prescribed Office Uniforms:

I. DRESS CODE

A. All Employees

All employees shall wear the prescribed office uniform. The office uniform shall be worn in accordance with the assigned schedule, from Monday to Thursday. **Wearing of “maong” pants is strictly prohibited from Monday to Thursday.** Friday shall be a “wash-day” when officials and employees are allowed to wear smart casual clothing. Nevertheless, all employees must report to work dressed in appropriate business attire during Fridays.

The prescribed uniform during the work week is as follows:

DAY	FEMALE EMPLOYEES	MALE EMPLOYEES	FMD MAINTENANCE PERSONNEL
MONDAY	2022 BTr Maroon Polo Shirt; Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2022 BTr Maroon Polo Shirt; Black or dark colored slacks ; and Closed dark-colored shoes	2022 BTr Maroon Polo Shirt; Dark pants/dark colored denim pants; Working Shoes

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



Ayuntamiento Building, Cabildo Street corner A. Soriano Avenue, Intramuros, 1002 Manila
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TUESDAY	2022 BTr Navy Blue Polo Shirt; Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2022 BTr Navy Blue Polo Shirt; Black or dark colored slacks; and Closed dark-colored shoes	2022 BTr Navy Blue Polo Shirt; Dark pants/dark colored denim pants; Working Shoes
WEDNESDAY	2021 BTr Red Polo Shirt (with white and black design on the side); Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2021 BTr Red Polo Shirt (with white and black design on the side); Black or dark colored slacks; and Closed dark-colored shoes	2021 BTr Red Polo Shirt (with white and black design on the side); Dark pants/dark colored denim pants; Working Shoes
THURSDAY	2021 BTr Blue Polo Shirt (with white and black design on the side); Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2021 BTr Blue Polo Shirt (with white and black design on the side); Black or dark colored slacks; and Closed dark-colored shoes	2021 BTr Blue Polo Shirt (with white and black design on the side); Dark pants/dark colored denim pants; Working Shoes
FRIDAY	Non-uniform but required to wear smart casual attire.	Non-uniform but required to wear smart casual attire.	Non-uniform but required to wear smart casual attire.
SPECIAL EVENT DAYS	Black blazer, White inner blouse, Black slacks or office skirt, and Closed dark-colored shoes	For Division Chief (DC) up or equivalent rank, including lawyer-personnel regardless of rank: White long sleeve barong; Black slacks; and Closed dark-colored shoes	2021 BTr Blue Polo Shirt (with white and black design on the side); Dark pants/dark colored denim pants; Working Shoes

		 <p data-bbox="730 577 1018 891"> For male employees below the rank of DC or equivalent: Polo Jack or Polo Barong; Black slacks; and Closed dark-colored shoes </p> 	
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B. Officials

The Treasurer of the Philippines, Deputy Treasurers of the Philippines, Directors, Chief Treasury Operations Officers II, including those designated as Officers-in-Charge, shall wear appropriate or tastefully designed corporate attire that projects professionalism befitting a Treasury official, such as business suits, long-sleeved polo with tie or formal blazer/jacket, or long-sleeved polo barong for the gentlemen. For the ladies, business dress accentuated with blazers or shawls and simple accessories is encouraged.

C. Medical and Dental Staff

The medical doctor and the dentist shall don white lab coats, while the nurses are required to don appropriate nurse/scrub suits during working hours and within the office premises.

D. Appropriate Attire

Appropriate business casual attire typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, **a dress or skirt at knee-length or below**, a tailored blazer, knit shirt or sweater. Likewise, the wearing of "maong" pants which is similarly allowed on Fridays only, may be considered as appropriate attire when paired with a collared polo/shirt for male employees; or any appropriate blouse or shirt with sleeves for female employees. Sleeveless, spaghetti type and backless blouses are strictly prohibited.

E. Appropriate Footwear

Business-formal or business-casual closed shoes shall be the standard footwear inside the Bureau's premises for both men and women employees. Footwear that does not cover the toenails and heel area shall not be allowed. Wearing of sneakers and other lite-colored rubber shoes is allowed only on Fridays.

F. Wearing of Official Identification (ID) Card

The official ID forms part of the prescribed office uniform. All officials and employees, including those under contract of service / job order status shall be provided with official ID which shall be always worn, from the time the individual enters the office until the time he/she leaves for home.

Any personnel who is not wearing the official ID Card during office hours shall be noted by the security officer/unit head and reported to the Director, Administrative Service/Regional Office, for appropriate action.

II. EXEMPTIONS

1. When the nature of work demands the wearing of clothing other than the prescribed office uniform. In such cases, the concerned personnel shall be required to report to the office wearing the prescribed office uniform and be allowed to remove the same only while performing his/her task. Additionally, the concerned personnel shall submit the appropriate request for exemption to the use of the prescribed office

uniforms for approval of the Director, Administrative Service/Regional Director.

2. Female personnel who are pregnant are allowed to wear office-appropriate maternity dress during the entire period of pregnancy. The concerned personnel shall submit the appropriate request for exemption to the use of the prescribed office uniforms for approval of the Director, Administrative Service/Regional Director, supported by a medical certificate issued by a registered Obstetrician-Gynecologist.
3. Personnel on mourning or who lost their loved ones can wear office-appropriate mourning clothes for a period of three (3) months, during which time they shall only wear plain black, plain white or a combination of black and white polo shirt / blouse. A loved one refers to the immediate family members such as the legal spouse, parent, child, or sibling of the personnel concerned.
4. Officials and employees who cannot wear closed shoes for medical reasons shall likewise submit a written request and are advised to seek recommendation from the Medical Clinic. The exempted employees, however, are required to wear decent footwear as mentioned in Part I (E) on Appropriate Footwear.
5. Employees who are new entrants and contract of service/job order personnel who were not issued the official BTr polo shirts as of the effectivity of these Guidelines; provided, that they shall wear appropriate office clothing consistent with the color and design scheme as provided in Part I (A) on prescribed office uniforms during the workweek.

III. MONITORING OF COMPLIANCE

All heads of operating units shall be responsible to monitor compliance to these Guidelines by personnel under their supervision.

For the Central Office, violations of these Guidelines shall be documented and reported by the security officer on duty, through the head of Facilities Maintenance Division, to the Director, Administrative Service for appropriate action.

For the Regional and Provincial/District Offices, violations of these Guidelines shall be documented and reported by the unit

head/administrative officer to the Director, Regional Office for appropriate action.

In case of finding of the existence of probable cause for violation, the Director, Administrative Service/Regional Director, through the Human Resource Management Division shall initiate an administrative action for violation of reasonable office rules and regulation against the erring personnel before the Legal Service.

Administrative proceedings and the disposition of cases by the Legal Service under these Guidelines shall follow existing rules and procedures for the disposition of administrative cases under the 2017 Revised Rules on Administrative Cases in the Civil Service.

IV. ADMINISTRATIVE ACTIONS

Violations of these Guidelines shall be acted as follows:

INSTANCE OF VIOLATION	CENTRAL OFFICE	REGIONAL / PROVINCIAL / DISTRICT OFFICES
1st Violation	Violators shall be given a Notice by HRMD , to submit a written explanation within seventy-two (72) hours from receipt thereof.	Violators shall be given a Notice by the unit head , to submit a written explanation within seventy-two (72) hours from receipt thereof.
2nd Violation	Violators shall be given a First Warning by HRMD , copy furnished the unit head, and to submit a written explanation within seventy-two (72) hours from receipt thereof.	Violators shall be given a First Warning by the unit head , copy furnished the RD, and to submit a written explanation within seventy-two (72) hours from receipt thereof.
3rd Violation	Violators shall be given a Last Warning by the HRMD , copy furnished the unit head, and to submit a written explanation within seventy-two (72) hours from receipt thereof.	Violators shall be given a Last Warning by the unit head , copy furnished the RD, and to submit a written explanation within seventy-two (72) hours from receipt thereof.
4th Violation	Violators shall be administratively charged by HRMD with the Legal Service for Violation of Reasonable Office Rules and Regulations	Violators shall be administratively charged by the RD with the Legal Service for Violation of Reasonable Office Rules and Regulations

V. SCHEDULE OF PENALTIES

Any official or employee found guilty of violating these Guidelines within the same year shall be imposed the following penalties:

No. of Conviction	Imposable Penalty
1 st Conviction	Reprimand
2 nd Conviction	Suspension from 1 to 15 days
3 rd Conviction	Suspension from 1 to 30 days
4 th Conviction	Dismissal from the service

The imposition of penalty shall be reckoned only in the year during which the decision on the administrative case for violation of these Guidelines is rendered. Such violations or findings of guilt shall not be carried over in the succeeding year.

VI. EFFECTIVITY

This Treasury Office Order shall take effect after thirty (30) days from its publication and posting in the agency website and release for circulation in the official email of the Bureau of the Treasury.

VII. AMENDMENT OR REPEAL

All Office Orders, Circulars, or Memoranda inconsistent herewith are deemed amended or modified accordingly.



ROSALIA V. DE LEON
Treasurer of the Philippines



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(BUREAU OF THE TREASURY)
Intramuros, Manila 1002



FOR : **ROSALIA V. DE LEON**
Treasurer of the Philippines

THRU : **ATTY. GISELA F. LOOD**
Deputy Treasurer of the Philippines

ATTY. ERWIN D. STA. ANA
Deputy Treasurer of the Philippines

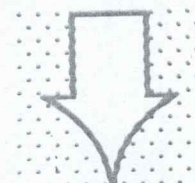
EDUARDO ANTHONY G. MARIÑO III
Deputy Treasurer of the Philippines

FROM : **GOOD GROOMING COMMITTEE**

SUBJECT : **Guidelines on the Office Uniforms**

DATE : 17 March 2023

**SIGN
HERE**



ACTION REQUESTED. Respectfully submitted for the Treasurer's consideration and approval is the proposed dress code guidelines and the recommendation for the release of Php 6,000.00 clothing allowance per employee for the purchase of the necessary office uniforms. If in order, attached for the Treasurer's signature are Treasury Office Orders on the 2023 Office Uniform Guidelines or Dress Code.

SALIENT POINTS OF THE GUIDELINES. Below are the salient points of the proposed guidelines for the BTr's office uniforms.

1. Each regular/permanent employee will be provided Php 6,000.00 as clothing allowance under the approved General Appropriations Act of 2023.
2. The prescribed office uniform for Bureau of the Treasury personnel (includes regular/permanent employees and those engaged under contract of service/job order) shall be as follows:

DAY	FEMALE EMPLOYEES	MALE EMPLOYEES
MONDAY	2022 BTr Maroon Polo Shirt; Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2022 BTr Maroon Polo Shirt; Black or dark colored slacks ; and Closed dark-colored shoes
TUESDAY	2022 BTr Navy Blue Polo Shirt; Black or dark colored slacks or office skirt; and Closed dark-colored shoes	2022 BTr Navy Blue Polo Shirt; Black or dark colored slacks; and Closed dark-colored shoes