



7 March 2024

MEMORANDUM CIRCULAR NO. 43
Series of 2024

T O: All Regular, Contractual, and Casual VSU Employees

R E: Uniform/Clothing Allowance (U/CA) for CY 2024

For the year 2024 DBM allocated P1.368 billion to fund an **additional One Thousand Pesos (P1,000)** in the uniform or clothing allowance of over 1.3 million government employees. Thus, **a total of Seven Thousand Pesos (P7,000)** of U/CA for each qualified government employee is allocated. As of to date we are still waiting for the guidelines to be released by DBM on the new rate of the Clothing Allowance. As per existing DBM Circular 2018-1 dated March 8, 2018, the following are the guidelines:

- The full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render for at least six (6) months in a particular fiscal year, including leaves of absence with pay.
- The six (6)-month service requirement shall not cover those who are required to wear uniforms at all times in the performance of their work such as incumbents of positions of Security Guard, Special Police, medical and allied medical staff in hospitals, and those in similar situations, as they have to wear their uniforms at all times.
- A newly-hired employee may qualify to the grant of U/CA only after rendering six (6) months of service and if expected to render service for at least six (6) months for the rest of the year (Note: Total service required is twelve (12) months in 2024)
- An employee on study leave or on study/training/scholarship grant locally or abroad shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

This year, employees will receive a cash U/CA of **Six Thousand Pesos (P6,000.00)** to be deposited in their ATM accounts. The **One Thousand Pesos (P1,000)** will be used to purchase a university polo shirt for events/activities. The University Uniform Committee will oversee the polo shirt design through online voting and for potential suppliers to produce the said polo shirt. Also, if the amount of the polo shirt is less than one thousand pesos (1,000.00) the remaining amount will be given back to the employees.

Further please be guided of the following:

- The following color scheme schedule shall be adopted by all employees except for special groups like security guards, IHK Instructors, and health workers:

Day	Attire/Color of uniform
Monday	Short-sleeved barong tagalog for men Any Filipiniana attire for women White polo shirt for utility workers, drivers, technicians. White t-shirt for laborers
Tuesday	Shade of pink/red (top)
Wednesday	Shade of green (top)
Thursday	Shade of blue (top)
Friday	Denim jeans or dark pants and white polo shirt or blouse preferably with Department/office/unit logo.
Proposed	polo shirt uniform for university events/activities

- Prescribed uniform or clothing for security guards, IHK instructors, and health workers shall be determined by the concerned unit as they have to wear uniform at all times.
- Due to religious affiliations or creeds, physical disabilities, or legitimate health reasons, modified attire shall be adopted but same color scheme.
- Wearing this uniform will commence on **April 1, 2024**.
- Contract of service & Job Order workers are enjoined to adopt the attire and color scheme.
- The Top Management has decided to have one (1) uniform polo Barong/ Filipiniana blouse which can be used for special occasions.

For your guidance.


DANIEL LESLIE S. TAN
 OIC-President