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Office of the President

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MEMORANDUM CIRCULAR NO. 62

Series of 2007

T O: All VSU Faculty and Staff

R E: Reiteration of our Policy on Wearing of Uniform and ID

Quoted hereunder is a portion of the recommendation of the Civil Service Commission after it conducted a post-audit of the university last May 28 – 30, 2007.

"D. Others:

"1. Dress Code

1. All officials and employees should strictly observe CSC M.C. No. 14, s. 1991 (Dress Code Prescribed for all Government Officials and Employees) particularly Item No. 1 of said circular, which reads:

"1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire of all government officials and employees which shall be worn in accordance with the assigned schedule."

2. All officials and employees should strictly observe Item A.3 of the Rules and Procedures in the Implementation of "Mamamayan Muna" Program pursuant to CSC MC No. 3, s. 1994, particularly the wearing of Identification Cards, which reads:

"A.3 Identification cards that clearly identify employees to clients shall be worn at all times.x x x"

All VSU faculty and staff are therefore requested to comply with the above-quoted recommendation. College Deans/Department Heads and Center Directors are directed to ensure the religious implementation of the policy of wearing uniform and wearing of ID's. Those who refuse to comply should be reported to the Office of the President for the initiation of administrative proceedings for violation of reasonable office rules and regulations.

Please be guided accordingly.


JOSE L. BACUSMO
President