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Office of the President

10 May 2005

MEMORANDUM CIRCULAR NO. 26

Series of 2005

T O: All LSU Faculty, Staff and Employees

R E: 2005 Uniform

Based on the recommendations of the Uniform Committee assigned to recommend policies and the cloth and style of the year 2005 uniform, the following policies are hereby issued:

1. There will be one university uniform for all male and female employees of LSU except for PPO male (non-office) worker, drivers and those who are assigned to field work including those in academic departments and centers. They will have a slight modification of their polo to suit their type and place of work.
2. The wearing of uniform shall be during Mondays, Tuesdays, Thursdays and Fridays. Wednesdays will be free day for the faculty and staff to wear any appropriate clothes. No short pants, mid-length pants or jogging pants are allowed in classrooms except IHK staff performing outdoor classes.
3. The schedule of the wearing of uniform and the prescribed style will be as follows:

<u>Days</u>	<u>Uniform Prescribed to be Worn</u>
Monday	Blue uniform for females/males appropriated in 2004
Tuesday	Yellow Green for females/males appropriated in 2004
Wednesday	Free day
Thursday and Friday	New sets of uniforms to be purchased, the wearing of which to start July 1, 2005. Meantime, the old uniform appropriated in 2003 can be worn.

4. The color and style that obtains the highest and second highest preference based on the referendum to be conducted by the Uniform Committee shall become the Uniform for Thursdays and Fridays, respectively. A separate memo shall be issued for this purpose.
5. After getting the preferred style and cloth, the specific size of cut per employee shall be gathered so that the exact cost of the cloth per employee can be determined and shall be retained from the remaining P1,000.00 for year 2005 clothing allowance.
6. The Procurement Services Office shall be requested to facilitate the procurement and distribution of the ordered cloth. The faculty and staff can choose their own tailor or dressmaker as long as the tailor/dressmaker follows the prescribed style.
7. The payroll of the remaining P1,000.00 clothing allowance shall be immediately processed and the amount in excess of the value/cost of ordered clothing materials shall be released to the employee concerned.
8. Wearing of the blue and green uniform every Monday and Tuesday is still in effect while the additional sets to be procured shall start July 1, 2005.
9. The wearing/non-wearing of uniform shall be monitored by the Department Heads/Unit Heads concerned who are required to submit the list of violators to the Office of the President for follow-up and imposition of the possible sanctions. Employees reported more than 10 times this year for not wearing the uniform without valid reason will no longer be given subsequent uniform allowance.
10. ^{the} Uniform Committee is tasked to conduct a referendum and submit the result to the Office of the President not later than June 1, 2005.

Please be guided accordingly.


PACIENCIA P. MILAN
President