



16 March 2023

MEMORANDUM CIRCULAR NO. 52
Series of 2023

T O: All regular, contractual and casual VSU employees

R E: Uniform/Clothing Allowance (U/CA) for CY 2023

Section 58 of the General Provisions of Republic Act (R.A.) No. 11936 or 2023 General Appropriations Act (GAA), Vol. I-A provides that an amount **not exceeding Six Thousand Pesos (P6,000)** per annum is authorized for the payment of U/CA of each qualified government employee, subject to the guidelines, rules and regulations issued by the Department of Budget and Management (DBM). Likewise, attached is the DBM Budget Circular No. 2018-1 prescribing the updated rules and regulations on the grant of the U/CA to civilian personnel.

This year the U/CA will be given in the form of cash to be credited to your respective ATM accounts. As stipulated in Section 7.1.3 of DBM Circular No. 2018-1, to wit, "The U/CA may be granted in **cash form**, for incumbents of executive positions who may not be required to wear the prescribed uniforms, or **for those who will procure their individual uniforms according to set conditions**", below are the set of conditions for the prescribed uniform or clothing for CY 2023:


- The following office daily attire and color scheme shall be adopted for all employees except for special groups such as 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 utilityworkers, 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 logo

- 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, 2023**.
- 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 occasion. Each office/unit will coordinate with the designated focal person for placing of orders.

For your guidance.


EDGARDO E. TULIN
President *oic 9/16/23*