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Office of the President

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MEMORANDUM CIRCULAR NO. 13

Series of 2009

T O: All Faculty and Employees

R E: Revised Guidelines on the University Official Attire at Work

Applicable Rules and Regulations

1. Coverage

- This shall apply to all government personnel, whether appointive or elective, under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee who have rendered six (6) consecutive months of service and are expected to render at least six (6) consecutive months in a particular year.
- Newly hired government personnel shall be entitled after they have rendered six (6) consecutive months of service or in the next grant thereof whichever comes later.
- Government personnel who are required to wear uniform at all times in the performance of their functions such as security guards and those which are in direct contact with patients and other similar positions shall be granted Uniform/Clothing Allowance (U/CA) whether or not they met the service requirement.

2. This shall not apply to the following:

- Government personnel who are on leave without pay or on training/study/scholarship grant and other similar activities for more than six (6) consecutive months in a particular year;
- Those who are hired on job order basis as consultants, experts, student laborers, apprentices, laborers of contracted projects (pakiao), mail contractors including those paid on piecework basis, and others similarly situated;
- Part-time government personnel shall not be entitled to U/CA

Internal Guidelines

The purpose of this guideline is to provide employees with the university's standards and expectations regarding professional attire in the workplace. Every employee is expected to wear appropriate clothing and should maintain the standard of personal grooming (clean and neat appearance) during office hours especially that we are in an academic institution.

Every employee (excluding those required to wear regulation uniforms like medical and allied medical employees and security guards) shall wear business casual or professional type of attires from Monday to Thursday, Friday being considered as free/wash day.

- 1. The U/CA shall be given in cash and the individual employee shall purchase the prescribed apparel keeping in mind the appropriate attire in accordance with the requirements for the position and work environment.
- 2. The daily clothing shall be color coded instead of uniformed color and cut as we have already accumulated a number of sets of uniform.
- 3. The prescribed color from Monday to Thursday and preferred professional/casual attire are as follows:

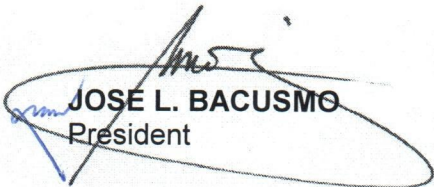
<u>Day</u>	<u>Color/Shade</u> <u>Plain/Printed</u>	<u>Women</u>	<u>Men</u>
• Monday	Gray	} Dress Pants/Slacks Dress Blouses Suits/Blazers Dresses/Skirts	Dress Pants/Slacks
• Tuesday	Yellow		Dress Shirts
• Wednesday	Green		Suits
• Thursday	Blue		Ties

For the utility workers, maintenance personnel and field laborers, shirts (with sleeves and collar) with any dark pants (maong/denims allowed) and rubber shoes/sandals.

Wearing of the university ID shall be considered part of the official attire, hence, shall be worn at all times.

- 4. Faculty members and office employees shall wear the appropriate office wear. Sleeveless and collarless blouses/shirts, t-shirts, dresses/skirts that are beyond two (2) inches above the knee, denims, pedal pushers, slippers, and men sporting long hair and beard are considered inappropriate attire and, therefore, shall not be allowed during the designated days.
- 5. Those who are in mourning and pregnant employees shall be exempted during the period of mourning/pregnancy, however; they are not prohibited from wearing the prescribed attire.
- 6. Employees who arrive at work inappropriately dressed shall be sent home by their supervisor and directed to return to work in proper attire. Said employees shall not be compensated for the time they are away from work. Imposition of fines is subject to the discretion of the department/office heads.

This circular shall take effect on April 2009.


JOSE L. BACUSMO
President