



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

20 February 2002

MEMORANDUM CIRCULAR NO. 13
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T O: All Faculty and Staff

R E: Staff Uniform

Please find hereunder the guidelines for the LSU staff uniform. For information, guidance and compliance.

LSU STAFF UNIFORM (GUIDELINES)

1. Clothing allowance is P4000. P2500 will be given in cash, while the remaining amount is for the purchase of materials for the uniform.
2. LSU staff will have three sets of (3) uniforms: 1 set – University uniform and 2 sets – Administrative offices/Colleges/Research Centers uniform.

University uniform: Barong cloth, the embroidery, color and style will be the same to all LSU staff including external campuses

Administrative offices/Colleges/Research Centers uniform:

Each unit shall avail of the clothing materials recommended by the LSU Staff Uniform Committee. They may adopt the suggested styles (Sets A and B) shown in separate pages or may deviate from the suggested style provided it is the same to all staff in a particular College/Administrative Office/Research Center.

Each College/Research Center is given the option to decide on the color and style of their uniforms. They should submit to LSU Staff Uniform Committee the specification of their uniforms.

3. For the University uniform, the barong cloth will be ordered from Lumban at P350/cut. The length for the men's barong should be below the buttocks.
4. For Sets A and B, there are two (2) options:

Option 1. The cloth will be bought by the University through the Supply Office at the following prices:

- Set A - light gray cloth for blouse/polo is at P110/m.
dark gray cloth for skirt is also at P110/m.
- Set B - light blue Benzchecked cloth for blouse is at P120/m.
dark "Aigner blue" for skirt/pants is at P145/m.
light blue cloth at P110/m.

Option 2. Staff may purchase the material at designated stores to ensure uniformity and will be paid by reimbursement. Clothing materials bought will be inspected to check if color specifications are **strictly** followed, otherwise reimbursement will not be given.

Staff are requested to fill up the Survey Form and send to LSU Staff Uniform Committee.

- Set A: Female - light gray blouse and dark gray skirt/pants
Male - light gray polo (long/short sleeves) and dark pants
- Set B: Female - light blue Benzchecked blouse w/ chaleco (optional) and Aigner blue skirt/pants.
Male - light blue polo and Aigner blue pants

Deadline for inspection of cloth is in **March**.

5. Staff who have distinct uniforms owing to their profession/nature of work (e.g. Security Force; Infirmary (medical & allied medical personnel), PE instructors/professors, etc.) **may** be exempted to wear the uniform sets B & C. However, these staff should wear the prescribed uniform (same color and style) of his/her college/research unit. These staff must wear Uniform Set A during university-wide functions/activities including PE faculty and staff only.
6. A university pin must be worn with all these uniforms. The university shall order based on the University logo chargeable to the staff's uniform allowance.

7. Each individual may choose her/his own seamstress/tailor provided the style prescribed by the unit where she/he belongs will be followed.
8. Wearing of new uniforms starts on June 1, 2002. Penalty will be imposed for those who will not wear the uniform with specified style and on the specified date.

	Day
University uniform	- University wide function/activities
Set A	- Monday & Thursdays
Set B	- Tuesday & Fridays


PACIENCIA P. MILAN
President

SURVEY FORM

Department/Center: _____

	Option 1		Supply Office		Option 2	Personal
Name	Set A (no. of m)		Set B (no. of m)			
	B	S/P	B	S/P		
_____	_____	_____	_____	_____		_____
_____	_____	_____	_____	_____		_____
_____	_____	_____	_____	_____		_____
_____	_____	_____	_____	_____		_____

Note: Attached are samples of the clothing materials for the 2 sets of uniform and also the style for University uniform and the suggested styles for Sets A and B.