TESDA CIRCULAR

SUBJECT: Guidelines on the Wearing of the Corporate Uniform		Page 1 of 3 page/s Number 36 Series of 2016
Date Issued: August 24, 2016	Effectivity: As indicated	Supersedes: TESDA Circular No. 12, series of 2015 TESDA Circular No. 12-A, series of 2015

In the interest of the service and pursuant to the provisions of the Collective Negotiation Agreement (CNA), Article XI, Section 3 regarding Uniform/Clothing Allowance, all rank-and-file employees with Salary Grades 24 and below, are hereby directed to observe the following guidelines on the wearing of corporate uniform:

I. POLICY

1. The new corporate uniforms shall be worn for four (4) days in all TESDA offices in order to project a unified corporate identity.
2. Rank-and-file employees from Central Office, NCR, Region I, Region II, Region III, Region IV-A, and Region V are required to wear the prescribed uniforms starting September 12, 2016.
3. Rank-and-file employees from CAR, Region IV-B, Region VI, Region VII, Region VIII, Region IX, Region X, Region XI, Region XII, and CARAGA are required to wear the prescribed uniforms starting October 10, 2016.

II. COVERAGE

The wearing of the corporate uniform shall cover the rank-and-file employees of the Central, Regional, Provincial/District Offices and the TESDA Training Institutions (RTC/PTC and the Schools) holding plantilla positions including casual and contractual employees.

Meanwhile, job order employees shall also follow the blue color scheme for their prescribed uniform. Female employees may wear knee-length dress or short/long sleeve button-down shirts or blouse with non-plunging necklines while male employees may wear short/long sleeve button-down shirts.

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III. GUIDELINES

1. The wearing of the prescribed corporate uniform shall be worn in accordance with the following schedules:

DAY	PRESCRIBED UNIFORM FOR FEMALE EMPLOYEES	PRESCRIBED UNIFORM FOR MALE EMPLOYEES
Monday	Uniform #4	Uniform #1
Tuesday	Uniform #1	Uniform #2
Wednesday	Uniform #3	Uniform #3
Thursday	Uniform #2	Uniform #4
Friday	Wash Day	Wash Day

For your visual reference, you may refer to the attached document.

2. The following are exempted from the wearing of uniforms:

- Director positions;
- During pregnancy or mourning provided a request for exemption is filed by the employee concerned with HRMD-AS, FASD of the Regional Offices and Administrative Units of the Provincial Offices and TESDA Training Institutions;
- During special occasions as maybe authorized by the management.;
- The employees' religious practices shall be respected but prior notice should be made;
- On official travel to and from the Central/Regional/Provincial Offices and Training Institutions.

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3. The HRMD-AS, FASD of the Regional Offices and Administrative Units of the Provincial Offices and TESDA Training Institutions shall take charge in enforcing strictly the wearing of corporate uniform and may ask the assistance of other units, if necessary.

4. Employees of the Central and Regional/Provincial Offices and the Training Institutions who are on official business within his/her area of assignment shall also wear the prescribed uniform.

5. Whenever necessary, teaching personnel, maintenance personnel and utility workers shall be allowed to wear appropriate working clothes while in the workplace.

6. The following sanctions shall be imposed for the non-wearing of the corporate uniform based on Rule IV, Section 52 of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936):

First Offense	Written Reprimand
Second Offense	Suspension for one (1) day to thirty (30) days
Third Offense	Dismissal

This Circular shall take effect as indicated.

GUILING A. MAMONDIONG
Director General/Secretary

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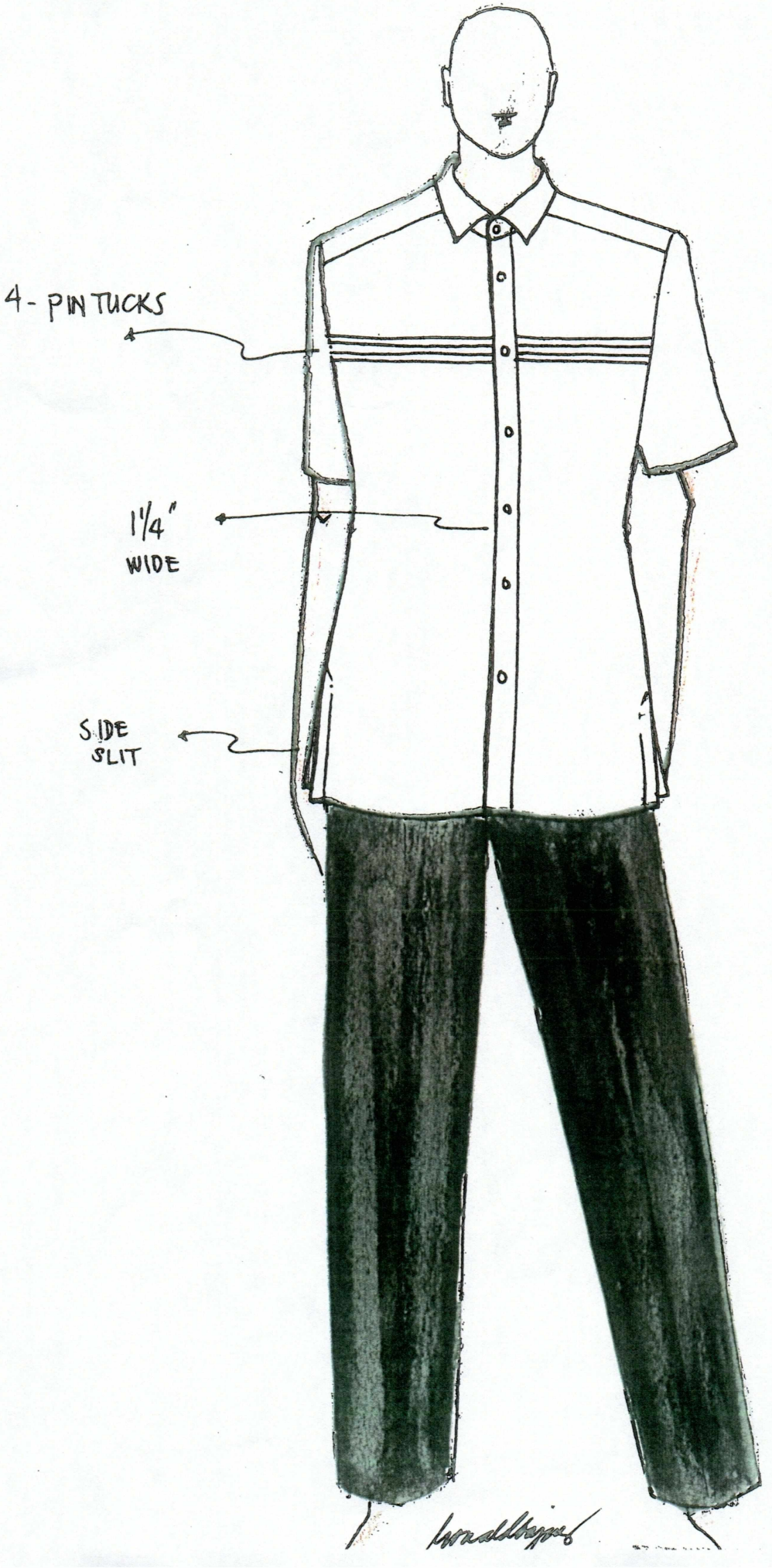

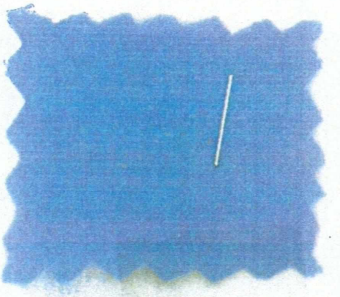

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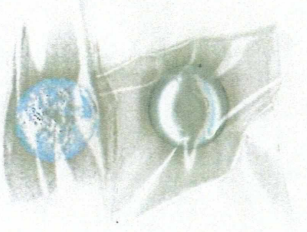

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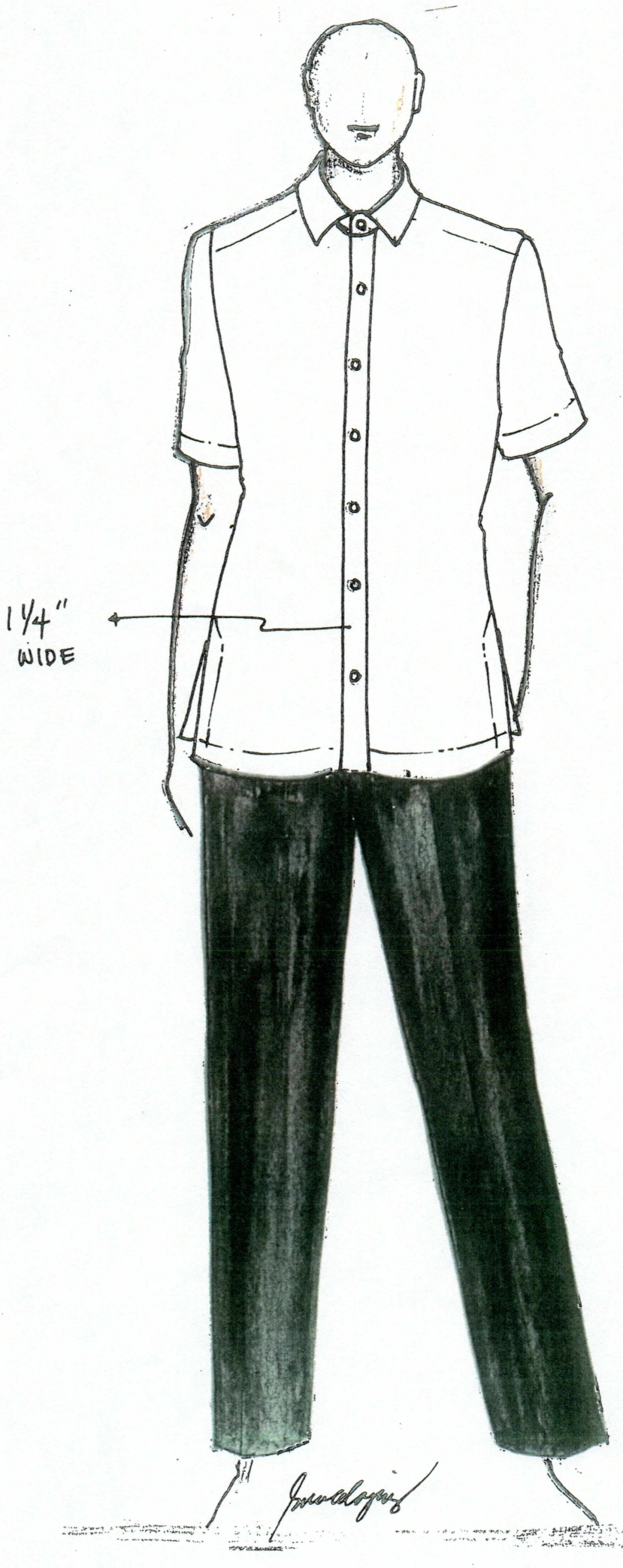

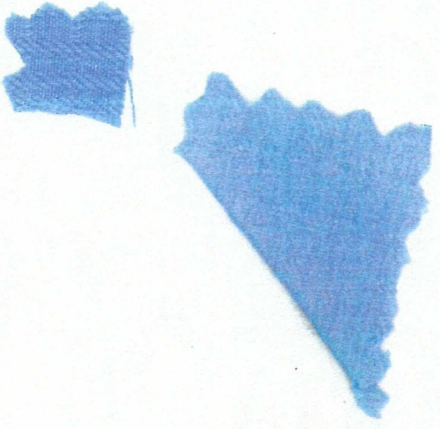

TUESDAY

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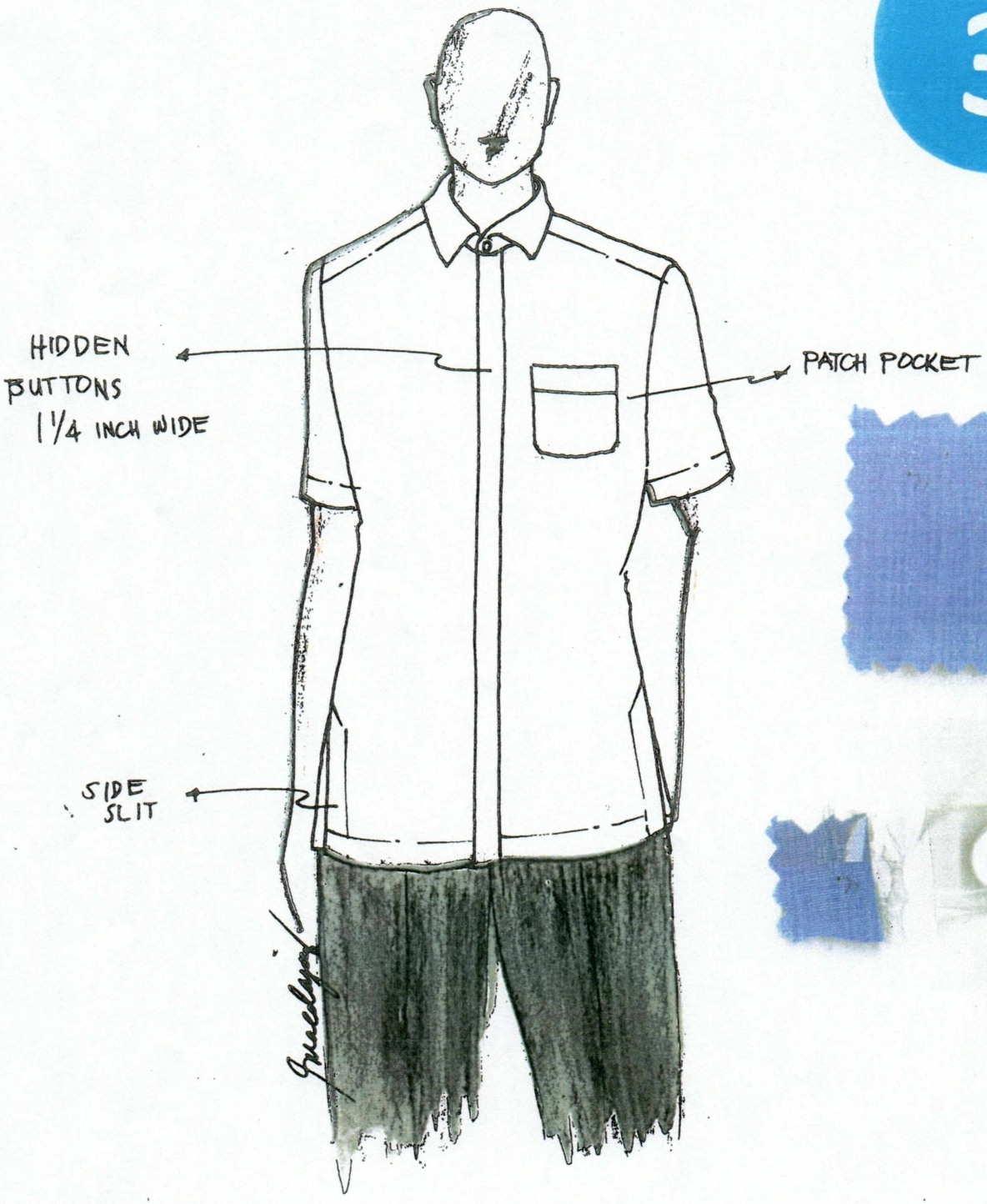

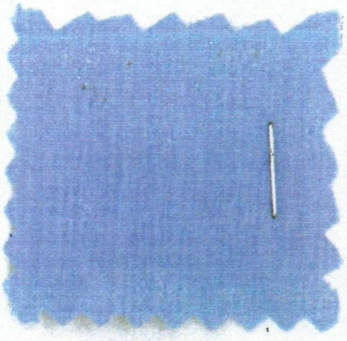

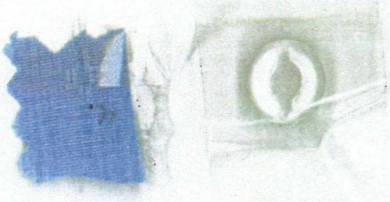

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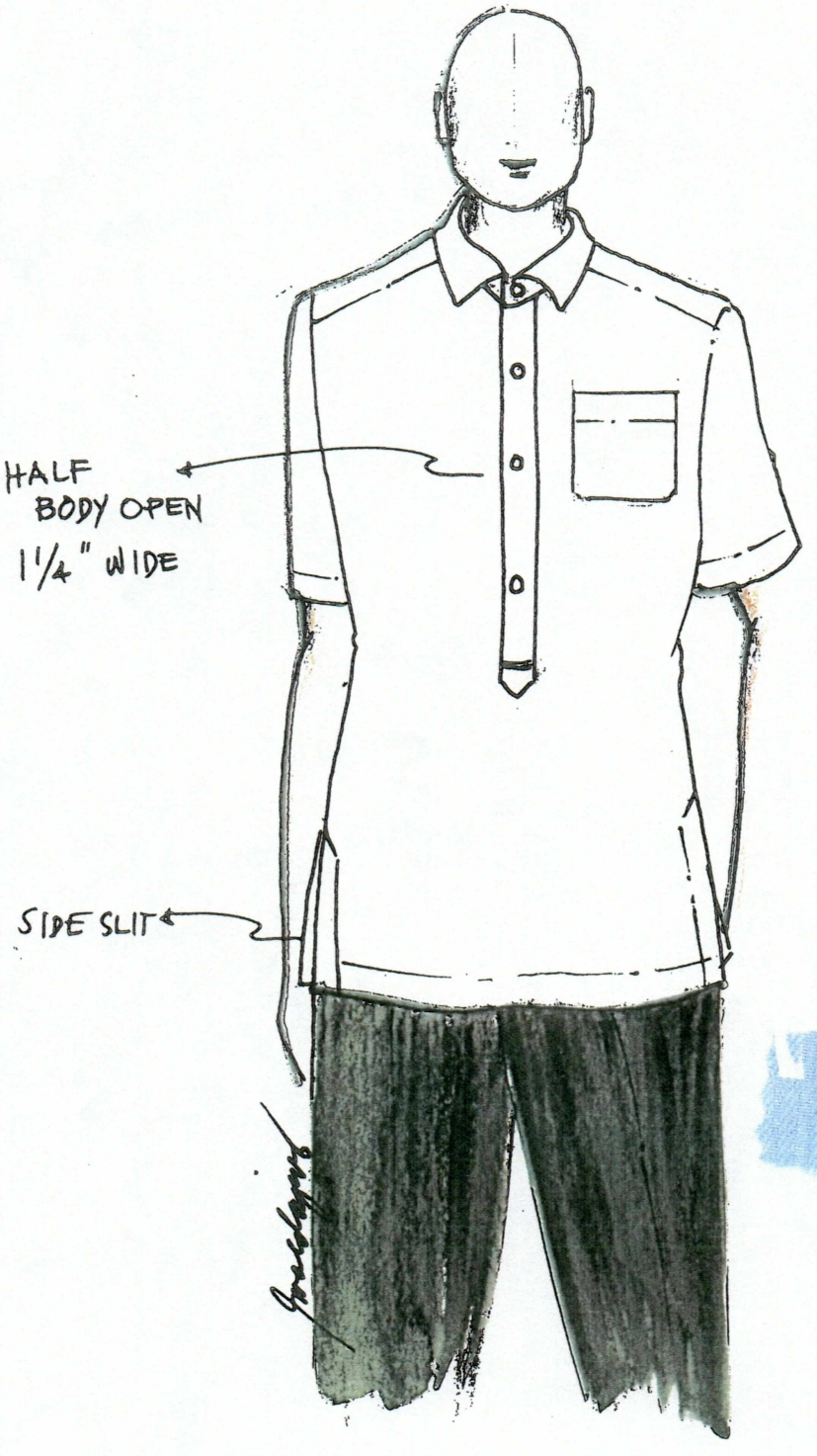

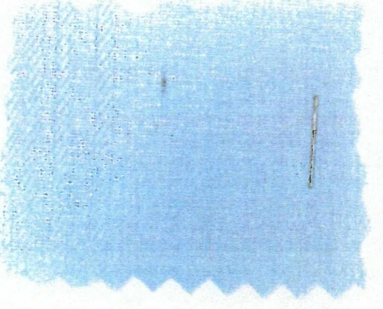

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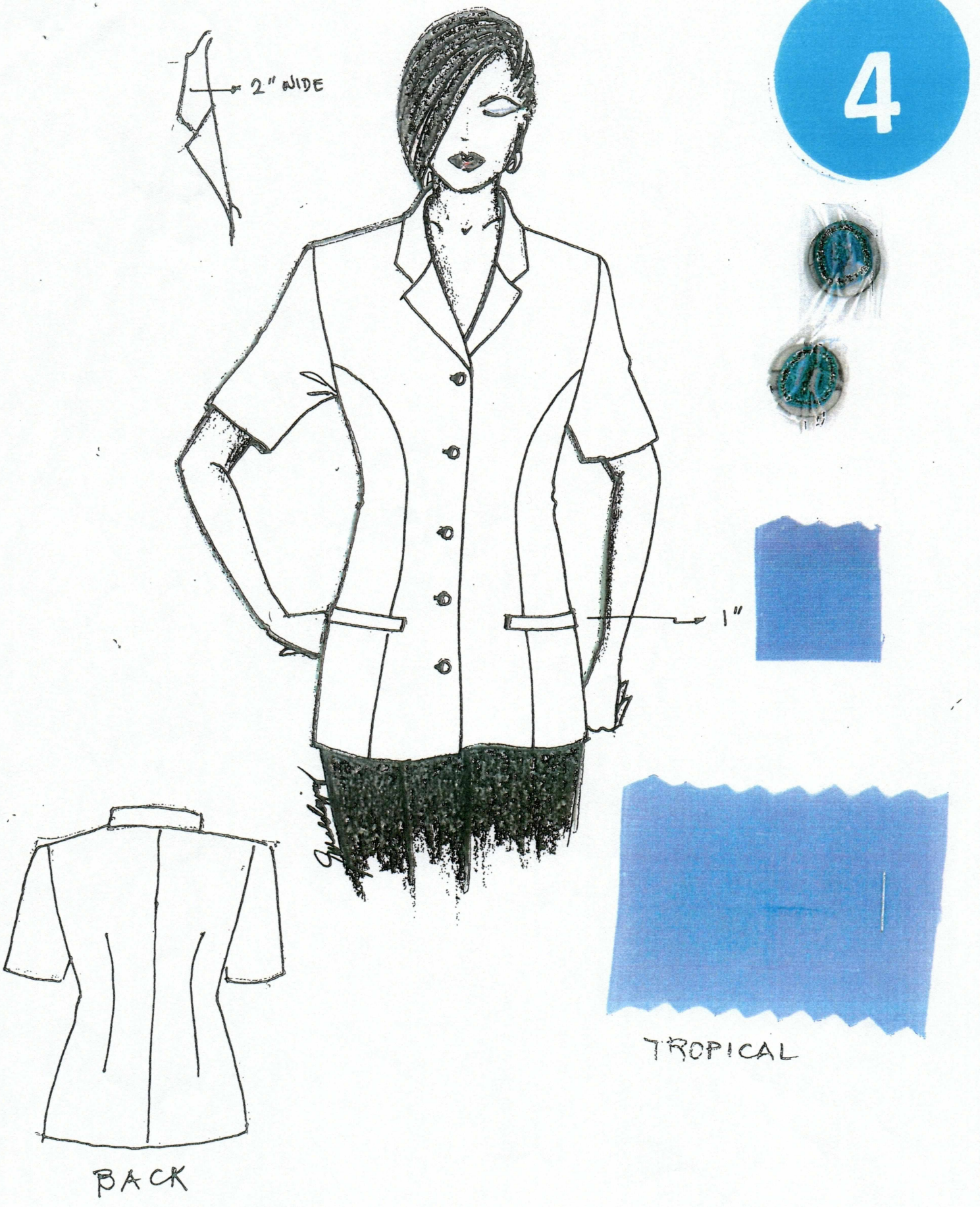

MONDAY

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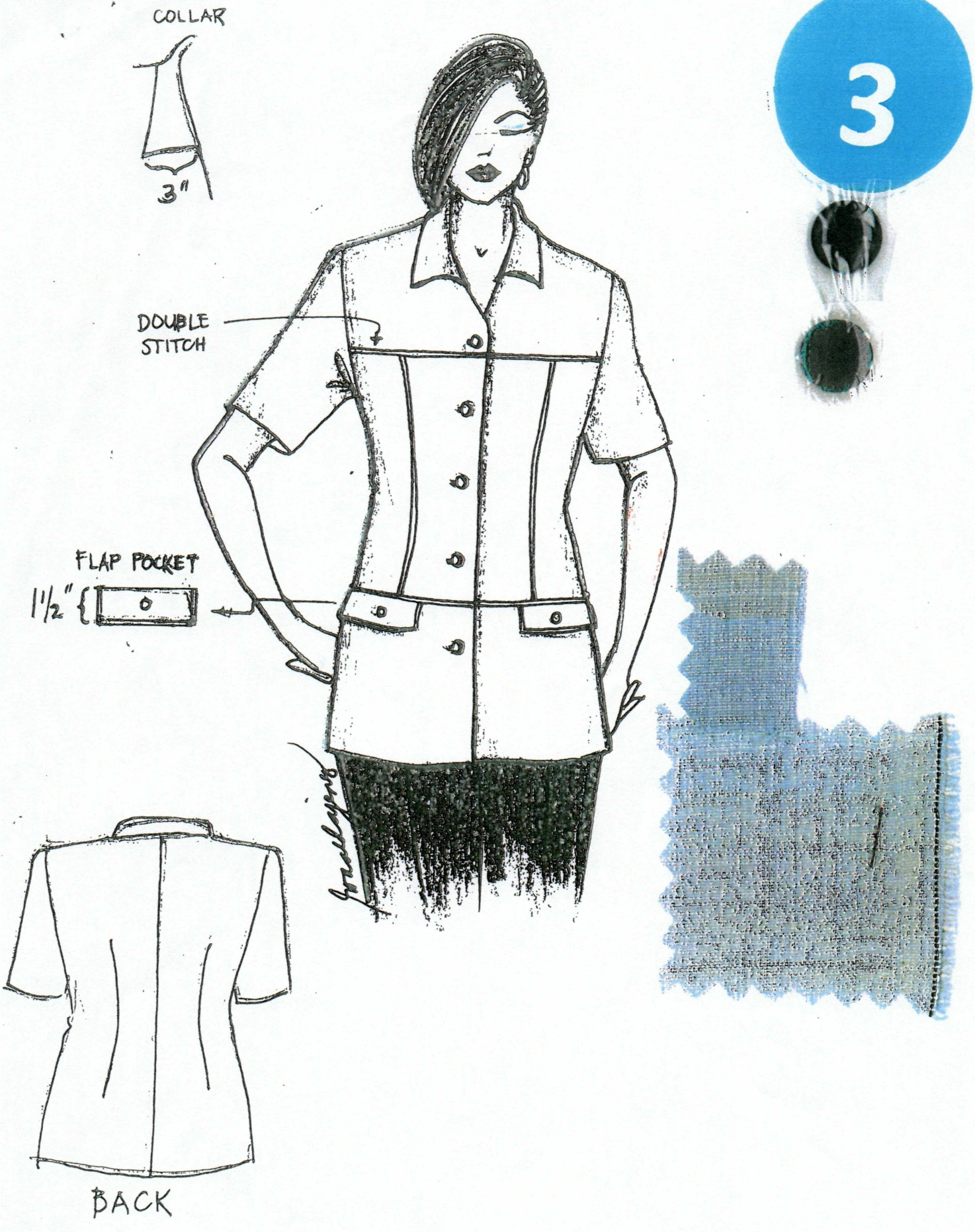
TUESDAY



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WEDNESDAY

THURSDAY