TESDA CIRCULAR

SUBJECT: Guidelines on the Wearing of the Corporate Uniform		Page 1 of 3 page/s Number 005, Series of 2021
Date Issued: February 01, 2021	**Effectivity:** As indicated	**Supersedes:** Any other issuance/s inconsistent herewith

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 officials and employees 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. Employees from the Central Office, Regional/Provincial/District Offices and TESDA Technology Institutions may already wear their prescribed uniforms once received.

II. COVERAGE

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

Meanwhile, female job order employees may wear knee-length dress or short/long sleeve button-down shirts or blouse with non-plunging necklines while male job order employees may wear short/long sleeve button-down shirts.

III. GUIDELINES

1. The wearing of the prescribed corporate uniform shall be worn for four (4) days, Mondays to Thursdays, Fridays being a free day;

2. The TESDA blazer of women and jacket of male shall be worn every Monday particularly during the flag raising ceremony and on special occasions as may be required;

3. The TESDA polo shirt with logo may be worn during free day (Friday) or on official travel within or outside the employee's office;

4. The TESDA vest with logo shall be worn when attending or participating in programs/projects/activities involving other government agencies;

TESDA CIRCULAR

5. Appropriate closed shoes (except rubber shoes) or heeled sandals shall be worn with the TESDA corporate uniform;

6. The following shall be prohibited for all employees when performing official functions inside the workplace:

   - gauzy, transparent or net-like shirt or blouse;
   - sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
   - micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
   - rubber sandals or slippers;
   - ostentatious display of jewelry, except for special occasions and during official celebrations;
   - wearing of heavy or theatrical make-up; and
   - brightly-colored hair such as purple, pink, green and blue;

7. The following circumstances shall exempt employees from wearing uniforms:

   - During pregnancy or mourning, provided a request for exemption is filed by the employee concerned, to:

     a. HRMD-AS for Central Office employees

     b. FASD for employees in TESDA Regional Offices

     c. Administrative Units of the Provincial Offices and TESDA Training Institutions employees;

   - During special occasions as maybe authorized by the management; and

   - Delimitation set by certain religious practices shall be respected, but prior notice should be made to HRMD/FASD/Administrative Units;

8. 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.

TESDA CIRCULAR

SUBJECT: Guidelines on the Wearing of the Corporate Uniform		Page 3 of 3 page/s Number 005, Series of 2021
Date Issued: February 01, 2021	**Effectivity:** As indicated	**Supersedes:** Any other issuance/s inconsistent herewith

10. The following sanctions shall be imposed for non-wearing of corporate uniform based on Rule X, Administrative Offenses and Penalties, Section 50 (Classification of Offenses) of the 2017 Rules on Administrative Cases in the Civil Service:

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.

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General