



Republic of the Philippines  
**CITY OF MARIKINA**  
CITY PERSONNEL OFFICE

22 August 2017

**MEMORANDUM CIRCULAR**

NO. 003-17

TO : All City Employees

SUBJECT : **REITERATION OF MEMORANDUM CIRCULAR NO. 17-003 ON THE WEARING OF PRESCRIBED UNIFORM**

It has been observed that there are some employees who are not wearing the proper office uniform. Please be reminded of the following:

1. The wearing of the official uniform shall be observed every working day;
2. The following are deemed inappropriate for official wear:

2.1 Spaghetti-strapped dresses, tube blouses and t-shirts (without collar), party dresses, tight-fitting dresses/pants, micro-mini dresses, picnic clothes, sandos, walking short, pedal pushers, leggings, tights, jogging pants

2.2 Slippers, bakya

3. Use of curlers, turbans and bandanas during office hours and within the work premises are not allowed;
4. Wearing of heavy or theatrical make-up is prohibited;
5. Use of too much costume jewelry, flashy bangles and similar accessories shall be prohibited;
6. The following maybe exempted, upon request, from wearing the prescribed office uniform;

6.1 female employees who are on the family way

6.2 those who are in mourning

Any violation committed with respect to the wearing of the prescribed uniform or proper office attire shall be dealt with the corresponding administrative action.

All heads of department/office/division shall be responsible for the proper dissemination of this memo to all employees under their jurisdiction.

  
**JANET S. OBISPO**  
City Personnel Officer



**LUNGSOD NG MAY MABUTING UGALI**  
**(CITY OF GOOD CONDUCT)**