

**MEMORANDUM**

FOR : **ALL BOC OFFICIALS AND EMPLOYEES;
ALL PERSONS UNDER CONTRACT OF SERVICE**

FROM : **ATTY. JACQUELYN L. DE GUZMAN**
OIC, Administration Group

SUBJECT : **REITERATION ON DRESS CODE FOR ALL EMPLOYEES AND PERSONS
UNDER CONTRACT OF SERVICE**

DATE : **04 October 2017**

1. Pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 19, 2000, BOC unnumbered memorandum dated 09 February 2017 and in order to maintain proper decorum inside the workplace, all concerned officials and employees are directed to comply with the prescribed dress code which shall be worn in accordance to the schedule below:

DAY	FOR BOC EMPLOYEES AND OFFICIALS	FOR PERSONS UNDER CONTRACT OF SERVICE
	ATTIRE	
Monday	Gala Uniform (white top and gray pants)	White (Collared Polo/ Polo Shirt/Blouse)
Tuesday	Office Uniform for Tuesday (see Annex A)	Midnight Blue (Collared Polo/ Polo Shirt/Blouse)
Wednesday	Office Uniform for Wednesday (see Annex B)	Light Blue (Collared Polo/ Polo Shirt/Blouse)
Thursday	Office Uniform for Thursday (see Annex C)	Midnight Blue (Collared Polo/ Polo Shirt/Blouse)
Friday	Free / Wash Day	Free / Wash Day

- 1.1. On Fridays, all employees shall be dressed in appropriate business attire. Jeans/"Maong" pants may be considered appropriate if paired with collared polo/shirt (for male employees, or any appropriate blouse/collared shirt (for female)
- 1.2. The following outfit are inappropriate:
- Tank Top
 - Sleeveless Blouse
 - Distressed Jeans
 - Micro – Mini Skirt
 - Shorts
 - Leggings
 - Slippers
2. Further, BOC employees, officials and persons under contract of service shall also wear their official Bureau of Customs Identification Card (BOC ID) – PVC type for organic personnel and card type for persons under contract of service – duly issued by the Human Resource Management Division (HRMD).

For strict and immediate compliance.

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ANNEX A

OFFICE UNIFORM FOR TUESDAY



FEMALE



MALE

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ANNEX B

OFFICE UNIFORM FOR WEDNESDAY



FEMALE



MALE

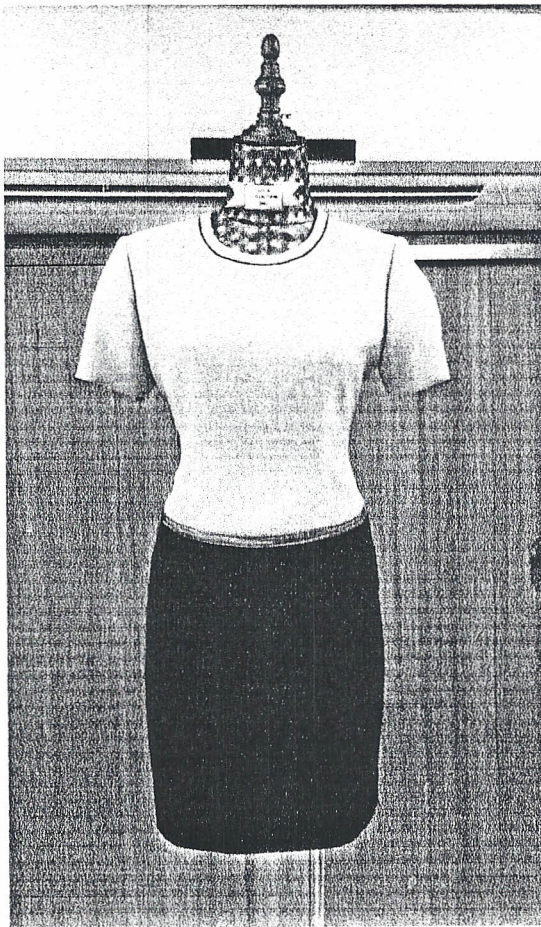
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ANNEX C

OFFICE UNIFORM FOR THURSDAY



FEMALE



MALE