



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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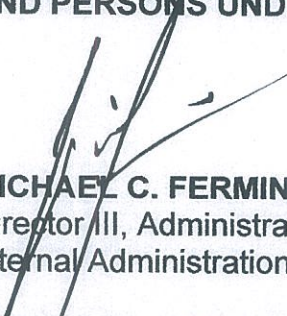
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IAG Memo No. 05 - 2023

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES
AND PERSONS UNDER CONTRACT OF SERVICE

FROM :  **MICHAEL C. FERMIN**
Director III, Administration Office
Internal Administration Group

SUBJECT : Reiteration of Bureau of Customs (BOC) Policy on
Prescribed Dress Code in the Workplace

DATE : February 27, 2023

- 1.0 This is to reiterate the strict observance of the following BOC policies on the wearing of proper uniform based on relevant Civil Service Commission rules and regulations and Department of Budget and Management (DBM) Budget Circular No. 2018-1 and Circular Letter No. 2020-17:
 - 1.1 OCOM Memorandum No.22-2021 dated January 27, 2021, with the subject: Grant of Uniform/Clothing Allowance to Civilian Government Personnel; and
 - 1.2 IAG Memorandum No. 17-2021 dated April 29, 2021, with the subject: Updated Design of the BOC Prescribed Uniform.
- 2.0 Relative thereto, all officials and employees are hereby enjoined to comply with the prescribed dress code inside the BOC premises which shall be worn from Mondays to Thursdays, in order to uphold proper decorum and the dignity in the delivery of public service.
- 3.0 In connection to this, all employees who have not received their procured/tailored uniform and all persons under Contract of Service (COS) are directed to continue complying with the dress code set for the following schedule:

	Mondays	Tuesdays to Thursdays
Male	Plain white barong-type top and black slacks	Plain dark blue barong-type top and black/blue slacks
Female	Plain white collared top and black slacks or skirt	Plain dark blue collared top and black/blue slacks or skirt



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- 4.0 Moreover, on Fridays, all concerned shall be dressed in appropriate business attire. Wearing of jeans, although generally prohibited, may be considered as appropriate attire when paired with a collared polo or shirt (for male employees), or any appropriate blouse or shirt (for female employees).
- 5.0 Lastly, the following attire shall be **prohibited** when performing official functions inside the Bureau:
 - 5.1 Gauzy, transparent or net-like shirt or blouse;
 - 5.2 Sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank tops, blouses with over-plunging necklines;
 - 5.3 Micro-mini skirt, walking shorts, cycling shorts, tights, leggings, jogging pants, distressed jeans.
- 6.0 For strict compliance.