



BUREAU OF CUSTOMS

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16 August 2021
U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
MAR 23 2022
TIME: BY: hmy

CUSTOMS MEMORANDUM ORDER
No. 35-2021

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

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 19, series of 2000 or the Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace and Republic Act (R.A.) No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, this Customs Memorandum Order hereby establishes the internal guidelines of the Bureau of Customs on the prescription of dress code in the workplace.

1.0 PURPOSE

To serve as basis for the adoption and implementation of rules on the prescribed dress code for all officials and employees in the Bureau of Customs to uphold proper decorum and the dignity in the delivery of public service.

2.0 SCOPE

These guidelines shall apply to all BOC permanent and casual employees, as well as those employed by the Bureau through Memorandum of Agreement (MOA) or Contract of Service (COS) and those engaged as on-the-job trainees (OJT).

3.0 GUIDELINES

- 3.1 The prescribed office uniforms in the Bureau shall be the official attire of the employees which shall be worn in accordance with the assigned schedule (Monday to Thursday-prescribed uniform). There is no assigned uniform for Fridays, however, employees must report to work dressed in appropriate business attire.
- 3.2 On the days when employees are exempted from wearing the prescribed office uniform and for personnel who are not provided with uniforms, they shall report to work in appropriate business attire or smart casual attire.
- 3.3 The wearing of jeans may be permitted provided that it is paired with decent top (e.g. collared shirts, polos, blouses) in which case it becomes a smart casual attire.
- 3.4 The following attire shall be prohibited for all BOC personnel when performing official functions inside the workplace:

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Administrative Officer V



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- 3.4.1 Party/picnic clothes;
 - 3.4.2 Gauzy, transparent or net-like shirt or blouse;
 - 3.4.3 Sando, strapless, or spaghetti-strap blouse (unless worn undershirt), tank-tops, blouse with low necklines and high hemlines; and
 - 3.4.4 Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, and jogging pants.
- 3.5 Formal closed shoes shall be the standard footwear inside the Bureau's premises. Anything resembling house slippers, rubber sandals, rubber slippers, "bakya" or slip-ons are not allowed. Rubber shoes may be worn on the days when no office uniform is prescribed provided they are congruent with appropriate business attire or smart casual attire.
- 3.6 For security reasons, the BOC-issued ID shall be part of the official attire of all BOC personnel and should be worn within office premises.
- 3.7 Ostentatious display of wealth such as but not limited to donning of flashy jewelry and ornaments, wearing of excessive or theatrical make-up, etc., are prohibited, except for special occasions and during official celebrations.
- 3.8 Certain exemptions may be allowed, on the following grounds:
- 3.8.1 When the nature of work of the official or employees demands that he/she wears clothing other than those prescribed above;
 - 3.8.2 When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
 - 3.8.3 Physical disabilities, injuries, illness, and other legitimate health reasons;
 - 3.8.4 Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
 - 3.8.5 Employees who lost a loved one can wear mourning clothes during the period of mourning;
 - 3.8.6 When attending activities or special occasions outside office premises, such as but not limited to trainings, ceremonies, conferences, international or high-profile gatherings.
 - 3.8.7 Other circumstances analogous to the foregoing.

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MARGARET G. MANALAYSAY
Administrative Officer V

4.0 FUNCTIONS AND RESPONSIBILITIES

- 4.1 The Enforcement Group shall ensure that all BOC personnel are complying with the prescribed dress code of the Bureau by conducting spot check in different offices.

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- 4.2 The Heads of Office as well as Administrative Officers shall be responsible for the strict implementation of this Order in their respective offices.
- 4.3 The Human Resource Management Division (HRMD) shall monitor the compliance to this Order.

5.0 DISCIPLINARY ACTION

- 5.1 Non-compliance to any of the provisions of this guideline, without justifiable cause, shall be considered a violation of reasonable office rules and regulations, an act punishable per CSC Resolution No. 1701077 also known as the 2017 Rules on Administrative Cases in the Civil Service, thus, shall be subjected to disciplinary action as follows:
 - 5.1.1 First Offense – stern warning;
 - 5.1.2 Second Offense – reprimand
 - 5.1.3 Third Offense – suspension of one (1) to thirty (30) days for the second offense; and
 - 5.1.4 Fourth Offense – dismissal from the service.

6.0 REPEALING CLAUSE

All BOC issuances inconsistent with the provisions of this Order are hereby modified and/or amended accordingly.

7.0 SEPARABILITY CLAUSE

If, for any reason, any provision of this CMO is held to be unconstitutional or invalid, other sections or provisions hereof which are not affected thereby shall continue to be in effect.

8.0 EFFECTIVITY

This Order shall take effect upon approval.

REY LEONARDO B. GUERRERO
 Commissioner

Bureau of Customs
 CENTRAL RECORDS MGT. DIVISION

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Margaret G. Manalaysay
MARGARET G. MANALAYSAY
 Administrative Officer V



BOC-03-11417



Civil Service Commission National Capital Region

06 December 2021

REY LEONARDO B. GUERRERO
Commissioner
Bureau of Customs
South Harbor, Gate 3
Port Area, Manila

Attention: DONATO B. SAN JUAN,
Deputy Commissioner, Internal Administration Group

Dear **Commissioner Guerrero:**

This is to acknowledge receipt copy of the Customs Memorandum Order with the subject "Bureau of Customs Policy on the Prescribed Dress Code in the Workplace". The contents thereof are hereby **noted.**

Thank you.

Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV

C: **Director IV Mira Michelle A. BRazil**
CSC FO-DPWH