



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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IAG Memo No. 25-2021

MEMORANDUM

TO : ALL BOC PERSONS UNDER CONTRACT OF SERVICE

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Prescribed Dress Code for Persons under Contract of Service (COS)

DATE : June 10, 2021

1. In order to maintain proper decorum inside the BOC premises, all persons under Contract of Service (COS) are hereby directed to comply with the prescribed dress code (*attached as Annex "A"*) which shall be worn in accordance with the following schedule, starting June 28, 2021:
 - 1.1 Monday – plain white collared shirt with BOC Logo patch (left chest) and black slacks or skirt
 - 1.2 Tuesdays, Wednesdays, and Thursdays – plain navy-blue collared shirt with BOC Logo patch (left chest) and black slacks or skirt
2. On Fridays, Items 4 and 5 of IAG Memorandum-19-2021 shall be strictly complied with by all COS personnel, to wit:
 - “4. On Fridays, all personnel concerned shall be dressed in appropriate business attire. However, the 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 employee).”
 - “5. 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.”
3. For strict compliance.



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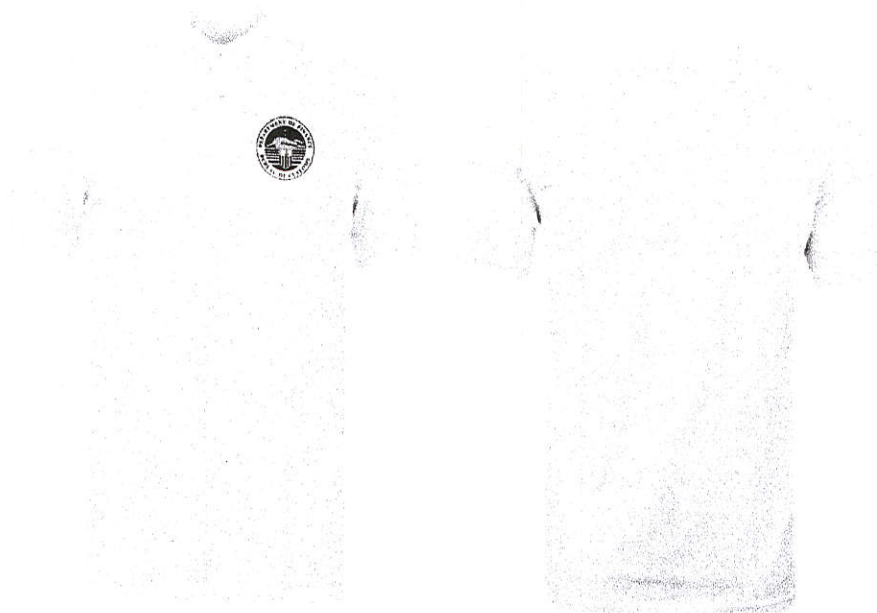
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ANNEX "A"

PRESCRIBED DRESS CODE FOR PERSONS UNDER CONTRACT OF SERVICE (COS)

MONDAY



TUESDAY TO THURSDAY



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