

**MEMORANDUM**

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

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

**SUBJECT :** Reiteration of BOC Policies on Wearing of BOC  
Prescribed Dress Code

**DATE :** May 10, 2021

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1. This is to reiterate the strict observance of the following BOC Policies on 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 Customs Office Order No. 05-2019 dated April 15, 2019 with the subject: Grant of Uniform/Clothing Allowance for FY 2019.
  - 1.2 IAG Memorandum No. 12-2021 dated April 06, 2021 with the subject: Reminder to Utilize the Uniform/Clothing Allowance for the Individual Purchase of Fabric and Tailoring of Uniform.
  - 1.3 IAG Memorandum No. 17-2021 dated April 29, 2021 with the subject: Updated Design of the BOC Prescribed Uniform.
2. Consistent with the above-cited BOC issuances, all officials and employees concerned are directed to wear the BOC official uniform and are reminded to utilize their respective uniform/clothing allowance to individually purchase the prescribed fabric and have it tailored following the updated design of the BOC Prescribed Uniform for Mondays to Thursdays.
3. In connection to this, all personnel who have not received their procured/tailored uniform and all persons under Contract of Service are directed to continue complying with the dress code which shall be in worn in accordance with the schedule below:
  - 3.1 Monday – plain white barong-type top and black slacks for men and plain white collared top and black slacks or skirt for women.



- 3.2 Tuesdays to Thursdays – plain light blue barong-type and black slacks for men and plain light blue collared top and black slacks or skirt for women.
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.
6. For strict compliance.