



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MEMORANDUM

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

FROM : **MICHAEL C. FERMIN**
Acting Deputy Commissioner ✓
Internal Administration Group

SUBJECT : **Reiteration of Bureau of Customs (BOC) Policies on
Prescribed Dress Code in the Workplace and
Observance of Flag Raising Ceremony**

DATE : 02 February 2024

- 1.0 This refers to the observed non-compliance of some BOC personnel to the following BOC policies:
 - 1.1 Customs Memorandum Order No. 35-2021 dated 16 August 2021, with the subject: Bureau of Customs (BOC) Policy on Prescribed Dress Code in the Workplace; and
 - 1.2 IAG Memorandum No. 11-2023 dated 27 March 2023 with the subject: Reiteration of Attendance to the Flag Raising Ceremony.
- 2.0 Relative thereto, this Memorandum reiterates that 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	<i>Plain white barong-type top and black slacks, plain white collared top, and black slacks</i>	<i>Plain dark blue barong-type top and black/blue slacks, plain dark blue collared top, and black slacks</i>



Female	<i>Plain white collared top and black slacks or skirt</i>	<i>Plain dark blue collared top and black/blue slacks or skirt</i>
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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 Further, 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 Lastly, the regular Monday flag raising ceremony, where employees except those on duty are **required to attend**, shall remain at 7:30 am. In case, a Monday falls on a holiday, or the flag ceremony could not be held due to work suspension or any other reason, it shall be held on the next working day of the week.
- 7.0 This Memorandum shall take effect immediately and shall last until revoked.
- 8.0 For strict compliance.

