



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

OCOM Memo No. 06-2025

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**MEMORANDUM**

**FOR :** ASSISTANT COMMISSIONER  
DEPUTY COMMISSIONERS  
DISTRICT COLLECTORS

**ATTN :** DEPUTY COLLECTORS FOR ADMINISTRATION  
CHIEFS, ADMINISTRATIVE DIVISION/UNIT

**FROM :** BIENVENIDO Y. RUBIO  
Commissioner *B.Y.R.*

**SUBJECT :** IMPLEMENTATION OF REVISED DRESS CODE

**DATE :** 07 January 2025

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 16, s. 2024 and Customs Memorandum Order (CMO) No. 35-2021 with the subject: Bureau of Customs Policy on Prescribed Dress Code in the Workplace, all BOC permanent and casual employees are required to observe the wearing of prescribed office uniforms in accordance with the assigned schedule.

To further promote professionalism and uphold proper decorum and dignity in the delivery of public service, this Bureau shall adopt a new set of uniforms to be implemented in Fiscal Year 2025 in accordance with the abovementioned references. Hence, all BOC employees and individuals under Contract of Service (COS) are hereby directed to **strictly observe the new prescribed office uniforms** for the following schedule:

PERMANENT AND CASUAL EMPLOYEES				
	Mondays	Tuesdays	Wednesdays and Thursdays	Fridays
<b>Male</b>	<i>First Monday: ASEAN-inspired<sup>1</sup></i>	<i>White short sleeved-polo, navy blue pants, and navy blue coat (optional)</i>	<i>Navy blue short sleeved-polo and navy blue pants</i>	<i>Smart casual attire<sup>3</sup></i>
<b>Female</b>	<i>Second to Fourth Monday: Filipiniana-inspired<sup>2</sup></i>	<i>White short sleeved-blouse, navy blue pants or skirt, and navy blue blazer (optional)</i>	<i>Navy blue short sleeved-blouse and navy blue pants or skirt</i>	

<sup>1</sup> "ASEAN-inspired" refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines

<sup>2</sup> "Filipiniana-inspired" refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs, and heritage of the Filipino people. Filipiniana-inspired outfits include pantsuits, blazers, and dresses made from indigenous fabrics, adorned with intricate embroidery and unique details.

<sup>3</sup> "Smart casual attire" refers to a dress code that is typically comprised of well-fitting, neat, and appropriate pieces that are slightly less formal than a business casual or business professional dress code. However, smart casual is much more elevated and put-together than dressing for off-hours and avoids items that are too casual or loose-fitting



INDIVIDUALS UNDER CONTRACT OF SERVICE			
	Mondays and Tuesdays	Wednesdays and Thursdays	Fridays
Male	White polo shirt with BOC logo and black slacks	Navy blue polo shirt with BOC logo and black slacks	Smart casual attire
Female	White polo shirt with BOC logo and black slacks or skirt	Navy blue polo shirt with BOC logo and black slacks or skirt	

Moreover, BOC employees and individuals under COS shall have the option to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression. Those who are transgender<sup>4</sup> may be allowed to dress consistent with their preferred gender expression. In the same manner, cisgender<sup>5</sup> women shall have the option to wear skirts or pants, whichever they are comfortable with.

Relatedly, on 25 September 2024, the Commissioner issued OCOM Memorandum No. 48-2024 on the grant of Uniform/Clothing Allowance (U/CA) amounting to Seven Thousand Pesos (Php 7,000.00) subject to the guidelines, rules, and regulations issued by the Department of Budget and Management. The said U/CA was released to entitled employees<sup>6</sup>, with the following details:

U/CA	Amount	Remarks
Php 7,000.00	Php 1,500.00	In the form of textile materials for distribution
	Php 5,500.00	In the form of cash to cover the sewing/tailoring costs and accessories

Anent thereto, Administrative Officers of various Groups and Collection Districts shall ensure the monitoring of proper and timely implementation of the new set of uniforms based on the timeline below:

Timeline	Activity
January 2025	Delivery and distribution of fabrics in coordination with the General Services Division, and tailoring of uniforms
February 2025	Full implementation of new set of BOC uniforms

Further, pursuant to the aforementioned CSC MC, wearing of the following shall be **prohibited** for all BOC employees including individuals under COS when performing official functions within the designated workplace and during virtual meetings:

1. Collarless T-shirt
2. Blouses with over-plunging necklines
3. Backless top/plunged back top

<sup>4</sup> "Transgender" refers to a person whose gender identity differs from the sex the person was identified as having at birth.

<sup>5</sup> "Cisgender" refers to a term used to describe a person whose gender identity corresponds with the sex the person was identified as having at birth.

<sup>6</sup> "Entitled employees" – permanent and casual personnel who have rendered at least six (6) months of service as of 31 December 2023



4. Sleeveless
5. See-through clothing
6. Gauzy, transparent, or net-like clothing
7. Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
8. Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
9. Ripped jeans
10. Short pants
11. Sandals, slippers, and slip-ins exposing the toes
12. Excessive jewelry, except for special occasions and during official celebrations
13. Heavy or theatrical makeup, except for those engaged in the performing arts
14. Unnatural hair color (i.e. light brown, blonde, red, balayage, highlighted)
15. Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions

However, it is worthy to note that the following exemptions may be allowed:

1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but not limited to the uniformed personnel; medical and health personnel; and those who are performing field work;
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. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the Commissioner, through the Human Resource Management Division, at least fifteen (15) days prior or whenever possible, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

Consistent with the above-cited references, non-compliance to any of the provisions of this Memorandum, without justifiable cause, shall be considered as violation of reasonable office rules and regulations under the 2017 Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077) with corresponding penalties, to wit:

- a. First offense – stern warning;
- b. Second offense – reprimand;
- c. Third offense – suspension of one (1) to thirty (30) days for the second offense; and
- d. Fourth offense - dismissal from the service

All previous issuances inconsistent with this Memorandum are hereby repealed accordingly.

This Order shall take effect immediately and shall last until revoked.

ASEAN-Inspired Attires (First Monday of the Month)



ASEAN-Inspired Attires (First Monday of the Month)

# ASEAN MEN TRADITIONAL CLOTHES



Credit @folkcostume, Cambodia Elvis, Macj, dreamstime,  
and all photos owner



Filipiniana-Inspired Attire (Second to Fourth Monday)



Filipiniana-Inspired Attire (Second to Fourth Monday)



1. Alampay



2. Wrap-Around Alampay



3. Filipiniana Barong

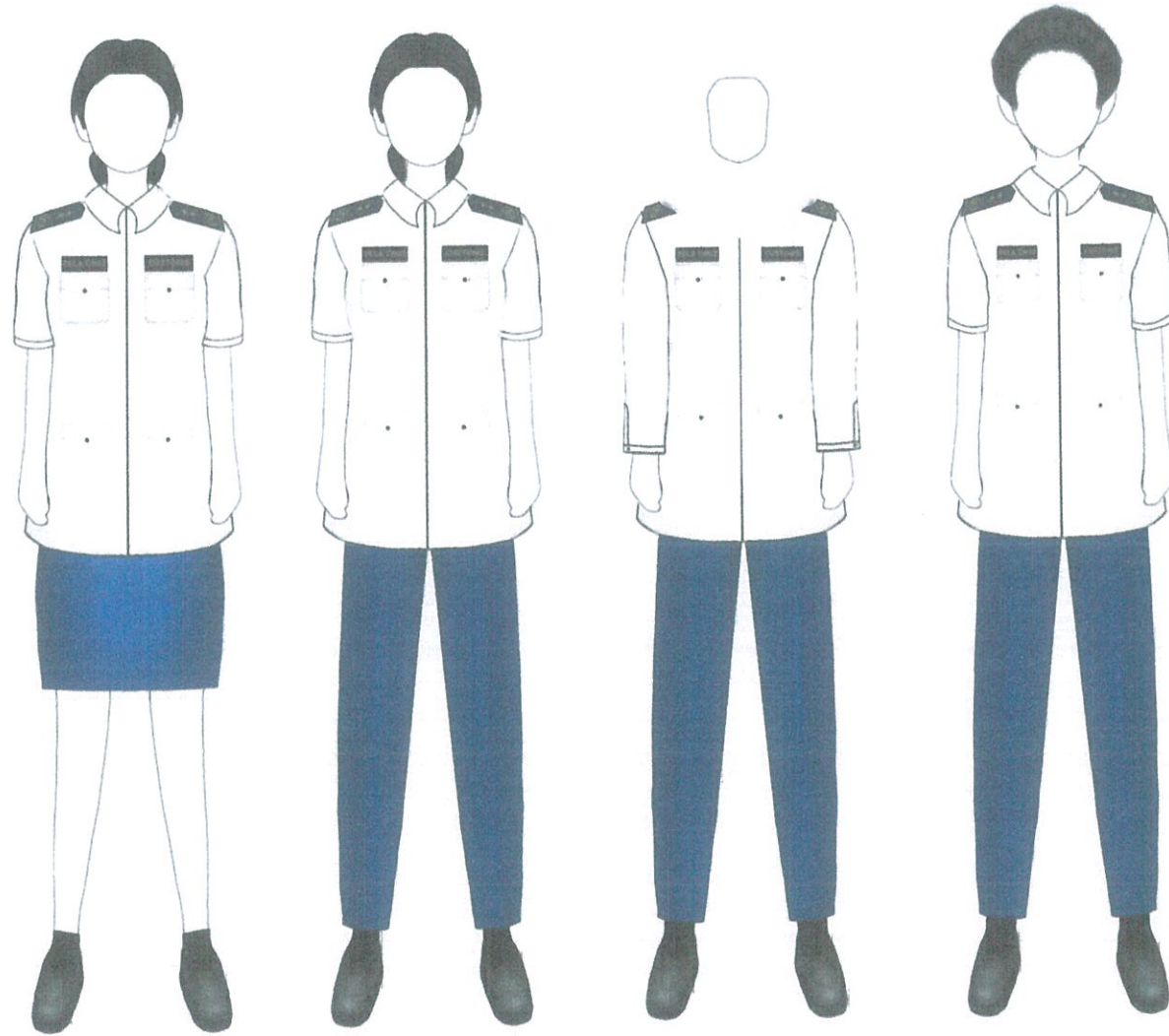


4. Filipiniana Bolero



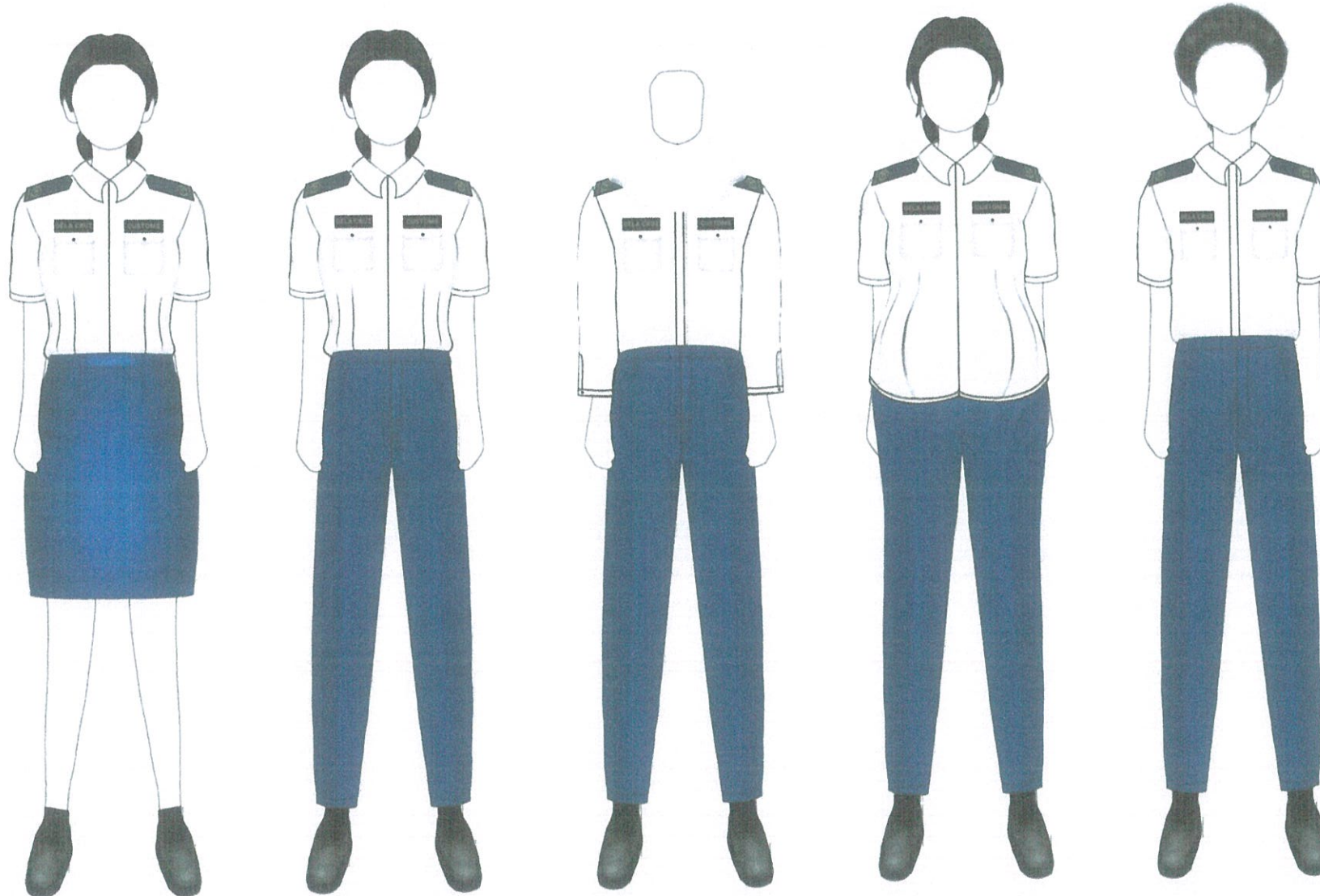
5. Modern Puffed Sleeves Bolero

Agency-Prescribed Office Uniform for All Third Level Officials (Tuesday)



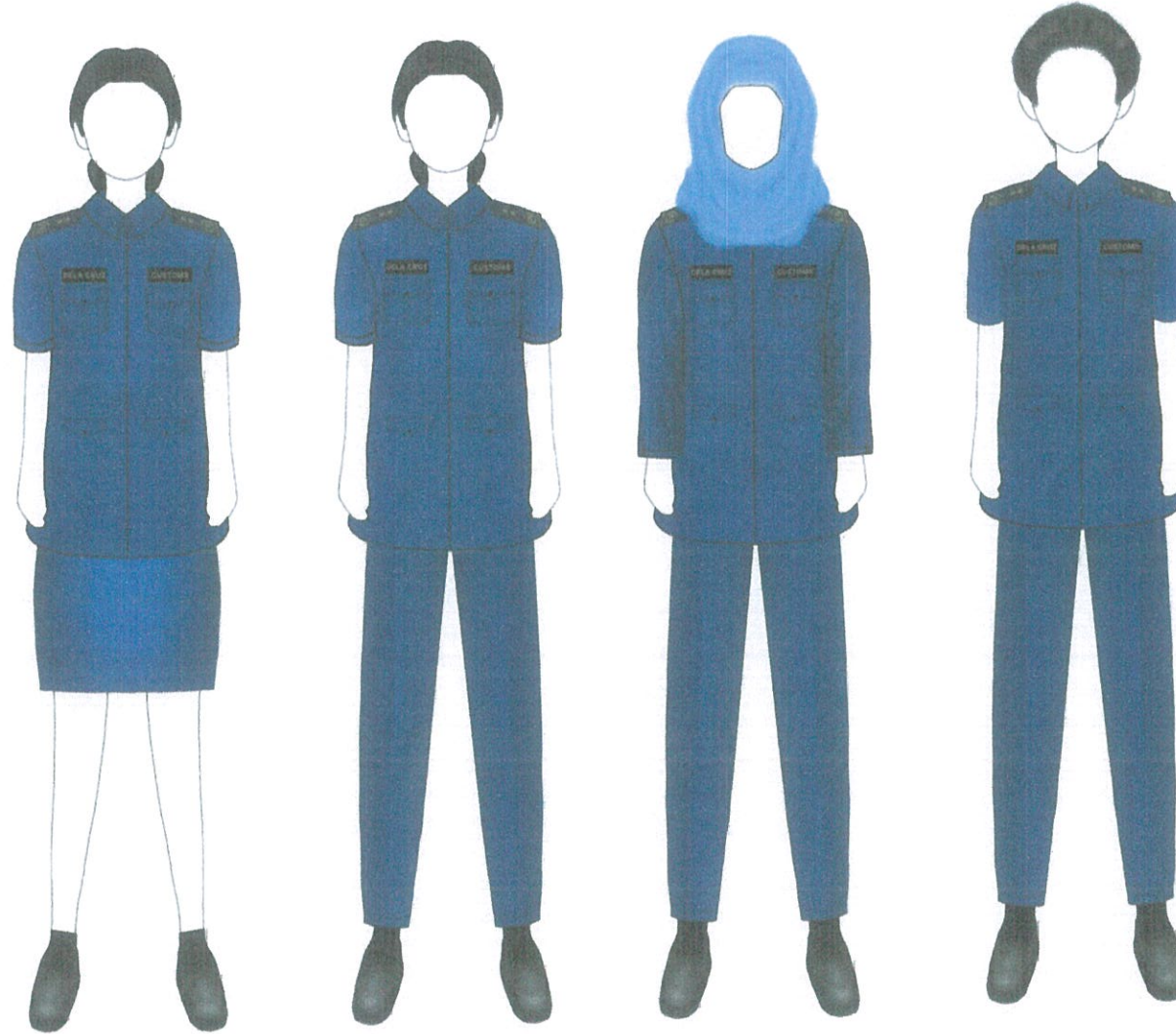


### Agency-Prescribed Office Uniform (Tuesday)



Agency-Prescribed Office Uniform for All Third-Level Officials (Wednesday and Thursday)

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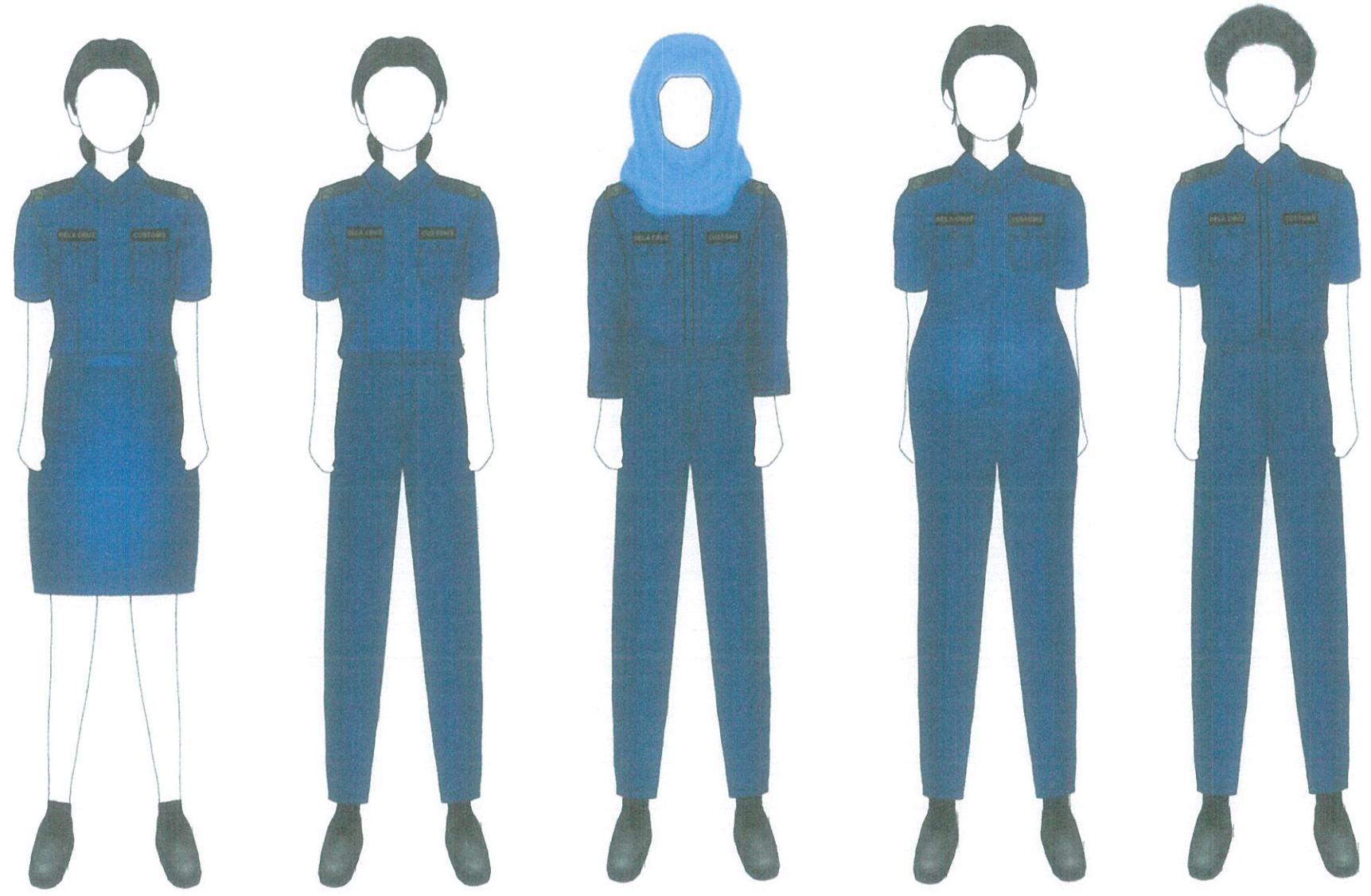


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Agency-Prescribed Office Uniform (Wednesday and Thursday)

ANNEX D

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Pattern and Design of the Uniform

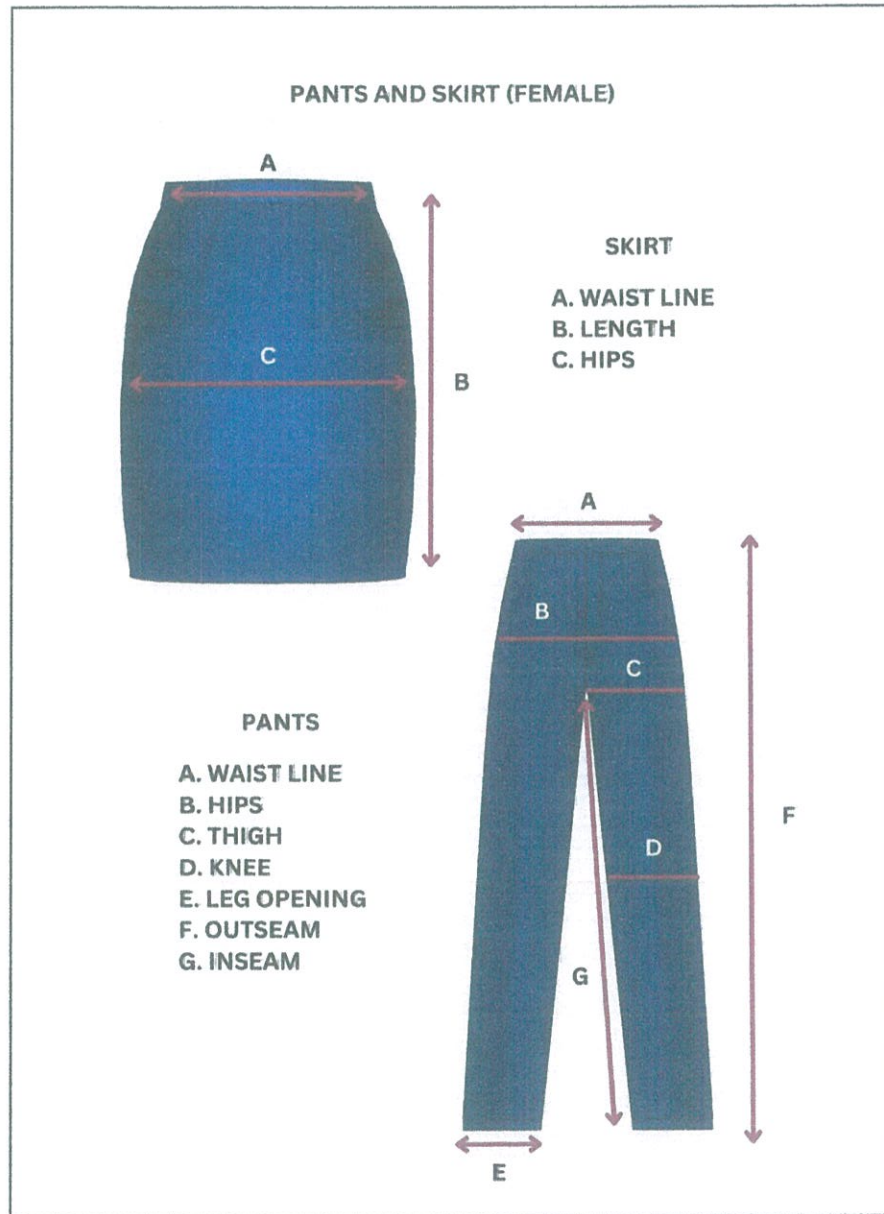
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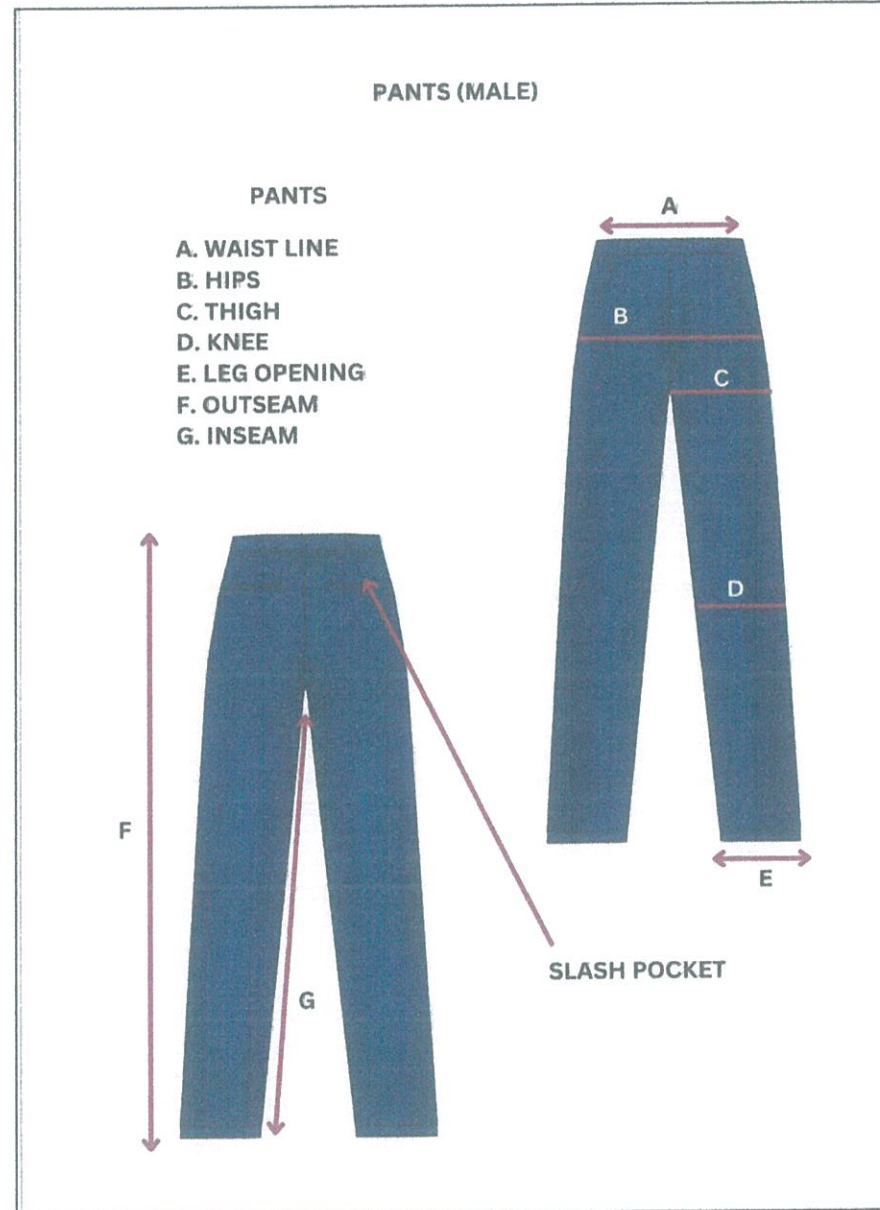
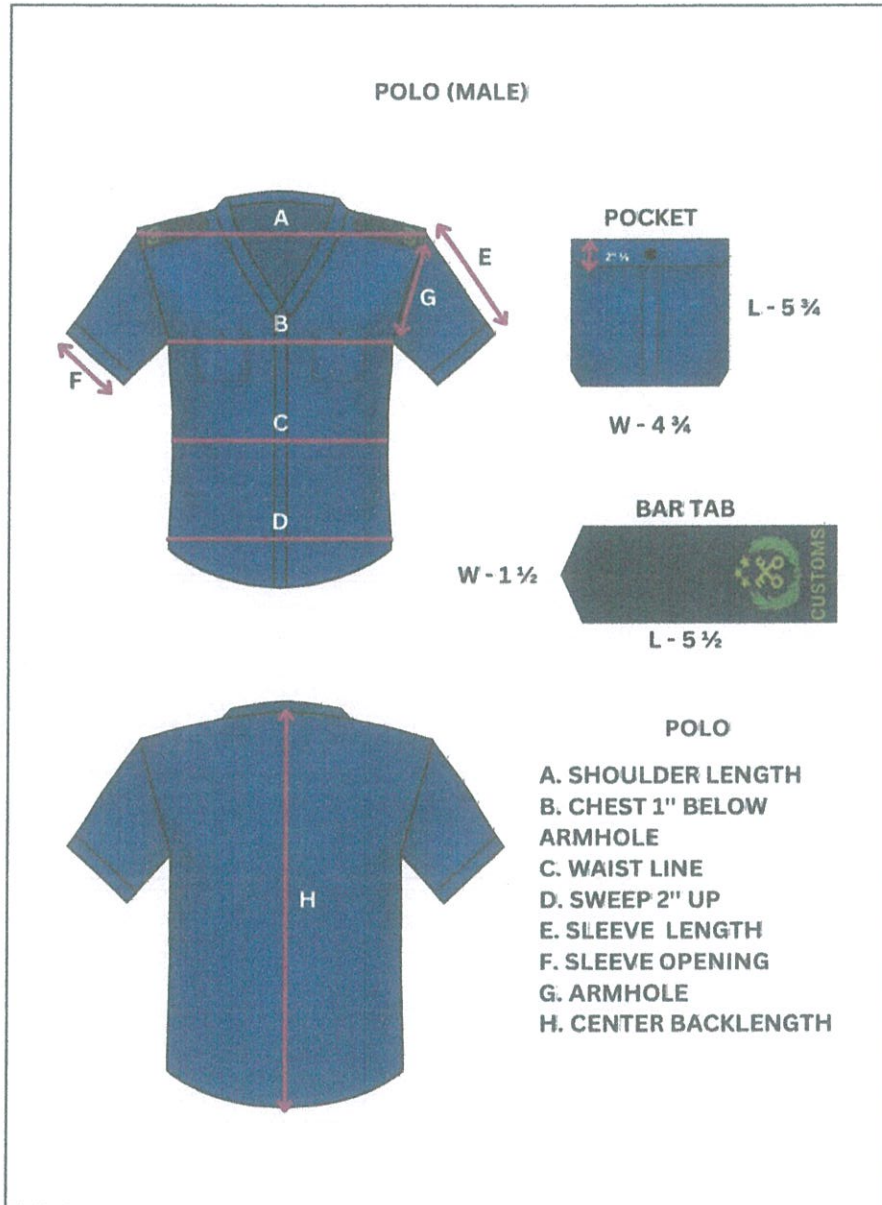
### Pattern and Design of the Uniform

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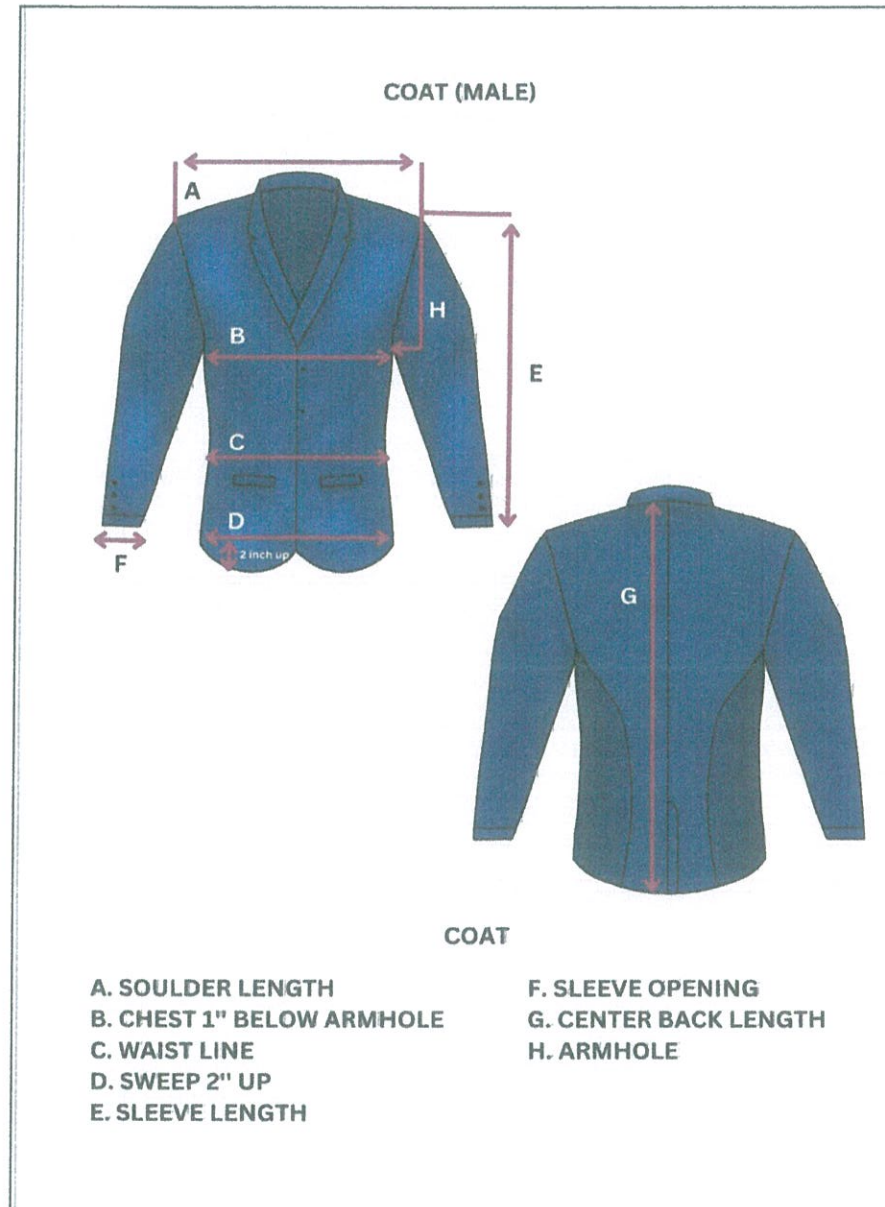
### Pattern and Design of the Uniform









### Pattern and Design of the Uniform

ANNEX E

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**RANK INSIGNIAS**





RANK INSIGNIA	PLANTILLA POSITION/S
	<ul style="list-style-type: none"> <li>• Commissioner (SG-30)</li> </ul>
	<ul style="list-style-type: none"> <li>• Assistant Commissioner (SG-28)</li> <li>• Deputy Commissioner (SG-28)</li> </ul>
	<ul style="list-style-type: none"> <li>• Director III (SG-27)</li> </ul>
	<ul style="list-style-type: none"> <li>• Director II (SG-26)</li> </ul>
	<ul style="list-style-type: none"> <li>• Collector of Customs VI (SG-26)</li> </ul>
	<ul style="list-style-type: none"> <li>• Attorney V (SG-25)</li> <li>• Collector of Customs V (SG-25)</li> <li>• Medical Officer V (SG-25)</li> </ul>



**RANK INSIGNIAS**

RANK INSIGNIA	PLANTILLA POSITION/S
	<ul style="list-style-type: none"> <li>• Chief Accountant (SG-24)</li> <li>• Chief Administrative Officer (SG-24)</li> <li>• Chief Customs Operations Officer (SG-24)</li> <li>• Chief Tax Specialist (SG-24)</li> <li>• Collector of Customs IV (SG-24)</li> <li>• Information Technology Officer III (SG-24)</li> <li>• Intelligence Officer V (SG-24)</li> <li>• Management And Audit Analyst V (SG-24)</li> <li>• Statistician V (SG-24)</li> </ul>
	<ul style="list-style-type: none"> <li>• Attorney IV (SG-23)</li> <li>• Collector of Customs III (SG-23)</li> <li>• Medical Officer IV (SG-23)</li> </ul>
	<ul style="list-style-type: none"> <li>• Accountant IV (SG-22)</li> <li>• Collector of Customs II (SG-22)</li> <li>• Executive Assistant IV (SG-22)</li> <li>• Information Technology Officer II (SG-22)</li> <li>• Intelligence Officer IV (SG-22)</li> <li>• Management And Audit Analyst IV (SG-22)</li> <li>• Statistician IV (SG-22)</li> <li>• Supervising Administrative Officer (SG-22)</li> <li>• Supervising Customs Operations Officer (SG-22)</li> <li>• Supervising Tax Specialist (SG-22)</li> </ul>
	<ul style="list-style-type: none"> <li>• Attorney III (SG-21)</li> <li>• Collector of Customs I (SG-21)</li> <li>• Medical Officer III (SG-21)</li> </ul>
	<ul style="list-style-type: none"> <li>• Customs Operations Officer V (SG-20)</li> <li>• Dentist III (SG-20)</li> <li>• Executive Assistant III (SG-20)</li> <li>• Accountant III (SG-19)</li> <li>• Information Technology Officer I (SG-19)</li> </ul>

**RANK INSIGNIAS**

RANK INSIGNIA	PLANTILLA POSITION/S
	<ul style="list-style-type: none"> <li>• Administrative Officer V (SG-18)</li> <li>• Attorney II (SG-18)</li> <li>• Chemist III (SG-18)</li> <li>• Computer Programmer III (SG-18)</li> <li>• Customs Operations Officer IV (SG-18)</li> <li>• Intelligence Officer III (SG-18)</li> <li>• Management And Audit Analyst III (SG-18)</li> <li>• Senior Tax Specialist (SG-18)</li> <li>• Special Investigator III (SG-18)</li> <li>• Computer Maintenance Technologist III (SG-17)</li> <li>• Dentist II (SG-17)</li> <li>• Executive Assistant II (SG-17)</li> </ul>
	<ul style="list-style-type: none"> <li>• Accountant II (SG-16)</li> <li>• Attorney I (SG-16)</li> <li>• Customs Operations Officer III (SG-16)</li> <li>• Information Systems Analyst II (SG-16)</li> <li>• Administrative Officer IV (SG-15)</li> <li>• Chemist II (SG-15)</li> <li>• Computer Maintenance Technologist II (SG-15)</li> <li>• Intelligence Officer II (SG-15)</li> <li>• Management And Audit Analyst II (SG-15)</li> <li>• Nurse I (SG-15)</li> <li>• Private Secretary II (SG-15)</li> <li>• Special Investigator II (SG-15)</li> <li>• Statistician II (SG-15)</li> <li>• Tax Specialist II (SG-15)</li> <li>• Administrative Officer III (SG-14)</li> <li>• Computer Operator IV (SG-14)</li> <li>• Executive Assistant I (SG-14)</li> </ul>
	<ul style="list-style-type: none"> <li>• Customs Operations Officer II (SG-13)</li> <li>• Communications Equipment Operator V (SG-13)</li> <li>• Senior Administrative Assistant I (SG-13)</li> <li>• Warehouseman IV (SG-13)</li> <li>• Accountant I (SG-12)</li> <li>• Computer File Librarian III (SG-12)</li> <li>• Computer Operator III (SG-12)</li> </ul>
	<ul style="list-style-type: none"> <li>• Administrative Assistant V (SG-11)</li> <li>• Administrative Officer II (SG-11)</li> <li>• Chemist I (SG-11)</li> <li>• Customs Operations Officer I (SG-11)</li> <li>• Intelligence Officer I (SG-11)</li> <li>• Management And Audit Analyst I (SG-11)</li> <li>• Security Officer I (SG-11)</li> <li>• Special Investigator I (SG-11)</li> <li>• Statistician I (SG-11)</li> <li>• Warehouseman III (SG-11)</li> <li>• Administrative Officer I (SG-10)</li> <li>• Intelligence Agent II (SG-10)</li> <li>• Records Officer I (SG-10)</li> <li>• Special Agent II (IG) (SG-10)</li> </ul>

**RANK INSIGNIAS**

RANK INSIGNIA	PLANTILLA POSITION/S
	<ul style="list-style-type: none"> <li>• Administrative Assistant III (SG-9)</li> <li>• Assistant Customs Operations Officer (SG-9)</li> <li>• Computer Operator II (SG-9)</li> <li>• Credit Officer I (SG-9)</li> <li>• Storekeeper III (SG-9)</li> <li>• Administrative Assistant II (SG-8)</li> <li>• Intelligence Agent I (SG-8)</li> <li>• Special Agent I (IG) (SG-8)</li> <li>• Administrative Assistant I (SG-7)</li> <li>• Administrative Assistant I (Photographer)(SG-7)</li> <li>• Fingerprint Examiner I (SG-7)</li> <li>• Launch Patron (SG-7)</li> <li>• Administrative Aide VI (SG-6)</li> <li>• Communications Equipment Operator II (SG-6)</li> <li>• Electronics And Communications Equipment Technician I (SG-6)</li> <li>• Laboratory Technician I (SG-6)</li> <li>• Marine Engineman II (SG-6)</li> <li>• Medical Equipment Technician I (SG-6)</li> <li>• Administrative Aide V (SG-5)</li> <li>• Security Guard II (SG-5)</li> <li>• Administrative Aide IV (SG-4)</li> <li>• Laboratory Aide II (SG-4)</li> <li>• Marine Engineman I (SG-4)</li> <li>• Quartermaster (SG-4)</li> <li>• Administrative Aide III (SG-3)</li> <li>• Customs Gatekeeper (SG-3)</li> <li>• Seaman (SG-3)</li> <li>• Administrative Aide II (SG-2)</li> <li>• Administrative Aide I (SG-1)</li> </ul>