



CPCS CIRCULAR NO. 2021-002

SUBJECT : GRANT OF UNIFORM/CLOTHING ALLOWANCE (U/CA)

DATE : 12 JAN 2022

1. **LEGAL BASES.** – Executive Order (E.O.) No. 150, s. 2021 approved the Compensation and Position Classification System (CPCS) and the Index of Occupational Services, Position Titles, And Job Grades for GOCCs (IOS-G) Framework.

Section 5 of the said E.O. provides that “[t]he existing compensation granted by GOCCs to its officers and employees shall be standardized in accordance with the CPCS approved under this Order.”

Under Chapter VI(B)(1) of the CPCS as attached to E.O. No. 150, officers and employees of GOCCs shall be entitled to standard allowances and benefits, including the Uniform/Clothing Allowance that shall be granted annually to provide the required proper uniform/clothing to employees “based on the prescribed rates, guidelines, and regulations to be promulgated by the GCG.”

This Circular is being promulgated pursuant to the above directive.

2. **COVERAGE.** – This Circular shall apply to all officers and employees, whether regular, contractual or casual in nature, of GOCCs and their subsidiaries covered under Republic Act (R.A.) No. 10149.¹
3. **EXCLUSIONS.** – The following are excluded from the coverage of this Circular:
- 3.1. Officers and employees of GOCCs with approved abolition or deactivation orders;²
 - 3.2. Personnel who are on leave without pay for more than six (6) consecutive months in a particular year;
 - 3.3. Individuals hired by GOCCs without employer-employee relationships and/or those whose compensation is not sourced from Personal Services appropriations/budgets of their respective GOCCs, as follows:
 - (a) Members of the Governing Board;
 - (b) Consultants and experts hired to perform specific activities or services with expected outputs;
 - (c) Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;
 - (d) Student laborers and apprentices; and

¹ GOCC Governance Act of 2011.

² Section 1, E.O. No. 150, s.2021.

- (e) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

4. RATIONALE OF THE GRANT OF U/CA. – The U/CA is granted to defray expenses for uniforms or distinctive clothing which are required appropriate attire for employees in the regular performance of their work. In general, such uniforms or clothing are intended to:

- 4.1. Identify the employees with their agencies and to convey emblem of authority; and
- 4.2. Serve as protective or working clothing, especially for maintenance, workshop, and farm personnel.

5. RATES OF THE U/CA

- 5.1. For FY 2021, the U/CA for full-time service of GOCC officers and employees shall not exceed ₱6,000 per annum.
- 5.2. For each subsequent year, the U/CA of GOCCs, whether or not receiving subsidies from the National Government, shall not exceed the amount authorized under the pertinent general provision in the annual General Appropriations Act (GAA).
- 5.3. The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service. For example, the U/CA for part time service for FY 2021 shall be computed as follows:

$$\text{U/CA (Part-Time Service in FY 2021)} = (\text{₱6,000}) \frac{(\text{x hours of part-time service/day})}{8 \text{ hours of full-time service}}$$

6. FORMS AND OTHER DETAILS OF THE U/CA

- 6.1. The U/CA may be granted in the following forms:
 - 6.1.1. In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as caps, belts, etc., for incumbents of positions requiring the same;
 - 6.1.2. In the form of textile materials and cash to cover sewing/tailoring costs;
 - 6.1.3. In cash form, for incumbents of positions who may not be required to wear the prescribed uniforms, or for those who will procure their individual uniforms according to set conditions.
- 6.2. As far as practicable, such uniform/clothing shall use Philippine tropical fibers pursuant to R.A. No. 9242.³
- 6.3. Shoes shall be on the personal accounts of officers and employees, unless provided for by law.

7. GOVERNMENT SERVICE REQUIREMENT

- 7.1. Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to

³ An Act Prescribing the Use of the Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes.

render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.

- 7.2. The six (6)-month service requirement shall not cover those who are required to wear uniforms at all times in the performance of their work, such as incumbents of positions of Security Guard, medical and allied medical staff in hospitals, and those in similar situations.

8. GRANT OF U/CA DUE TO VARIOUS PERSONNEL ACTIONS/ENGAGEMENTS

8.1. Newly-Hired Employee

A newly-hired employee may qualify to the grant of U/CA only after rendering six (6) months of service, and if expected to render services for at least six (6) months for the rest of the year.

8.2. An Employee on Detail

The U/CA of an employee on detail to another government agency shall be borne by the mother agency.

8.3. Transferred Employee

8.3.1. An employee who transferred to another agency within the year and was not granted U/CA by the former agency shall be granted U/CA by the new agency, subject to the submission of a certification to that effect.

8.3.2. An employee who transferred to another agency within the year but was earlier granted U/CA by the previous agency shall no longer be granted U/CA by the new agency.

8.3.3. An employee who transferred to another agency and is required to wear uniform at all times, may be granted U/CA by the new agency even if he/she was granted U/CA by the former agency, subject to the approval of the new agency head.

9. EMPLOYEE ON STUDY LEAVE OR STUDY/TRAINING/SCHOLARSHIP GRANT

9.1. An employee on study leave or on study/training/scholarship grant locally or abroad shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

9.2. If an employee is on study/training/scholarship grant for the whole year, locally or abroad, and is not required to report for work, he/she is not entitled to the U/CA.

10. FUNDING SOURCES. – The funding for the payment of the U/CA shall be charged by GOCCs to their respective approved corporate operating budgets (COBs). However, it shall be prohibited to source the payment of the said incentive from the following:

- (a) Loans;
- (b) Sale of the GOCC's asset(s) for the sole purpose of paying the U/CA; and

(c) Other schemes analogous to the foregoing.

Furthermore, the GOCCs shall not increase their service fees for the purpose of augmenting any deficiencies in the amounts prescribed herein, and neither shall the grant of U/CA adversely affect the implementation of programs/projects, as well as the attainment of performance targets.

11. RESPONSIBILITIES OF THE GOCCs. – The GOCCs, acting through their Governing Boards, shall be responsible for the proper implementation of the provisions of this Circular.

11.1. The GOCC shall issue internal guidelines on the grant of the U/CA such as, determination of the form of U/CA, and selection of uniform/clothing designs;


11.2. The GOCC shall also issue internal guidelines on: the prescribed uniform or clothing for specific or special employee groups; modified uniforms as may be necessary due to religious affiliations or creed, physical disabilities, or legitimate health reasons; and monitor compliance with set guidelines on wearing of uniforms and appropriate attire.

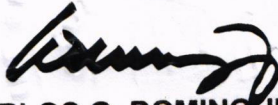
11.3. The GOCC shall be held liable for any grant of U/CA not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess or undue payments.

12. REPEALING CLAUSE. – All other GCG orders, circulars, issuances, and decisions, Board resolutions, or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

13. RESOLUTION OF CASES. – Cases not covered by this Circular shall be referred to the GCG for resolution.

14. EFFECTIVITY CLAUSE. – This Circular shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation, and upon receipt of a formal copy by the University of the Philippines – Office of the National Administrative Registrar (UP-ONAR).


SAMUEL G. DAGPIN JR.
Chairman


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