
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-HR-0006</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Issue Date:
<b>Policy Title:</b> <b>POLICY ON UNIFORMS</b>		Section / Department <b>HUMAN RESOURCE SECTION</b>
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<b>Prepared By:</b>  <b>Kerry Anne Requero, Rpm</b> Head- Human Resource	<b>Reviewed By:</b>  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH,PHSAE</b> Hospital Administrator	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

**OBJECTIVES:** The policy aims to create an identifying scheme for personnel; for them to be business-like in appearance and to be distinct from the rest; parallel with the approved budget for clothing allowance.

**COVERAGE:** This policy covers all personnel of Ospital ng Parañaque.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of all personnel to wear the authorized uniform with corresponding Identification Card.
- II. It shall be the responsibility of the Section Head to check their staff if they wear the prescribed uniform and to report to this office.
- III. It shall be the responsibility of this office to monitor if the policy on uniform is being followed.



**POLICY:**

- A. Designs and colors may change when a direct order form the Office of the Mayor's is issued.
- B. Memorandum shall be issued by this office to personnel who failed to comply with the policy.
- C. All employees are expected to wear the prescribed uniform every Monday - Thursday, while proper civilian attire is allowed every Friday.
- D. Requests for exemption must be submitted to this office.
- E. Failure to comply with the policy may result in disciplinary actions.

**Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)**

The following attire shall be prohibited for all employees when performing official functions inside the workplace:

1. Gauzy transparent or net-like shirt or blouse;
2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt\_, tank-tops, blouse with over-plunging necklines;
3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
4. Rubber sandals, rubber slippers, "bakya"

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In relation to the above, the wearing of “capri” pants, pedal pushers and any other skin-tight clothing’s are likewise prohibited.

**Wearing of Denim or “Maong” pants** – Denim or “maong” pants, although generally prohibited, may be considered as appropriate when paired with a **collared polo shirt** (for male employees), or any appropriate blouse or collared shirt (for female employees). In other words, the wearing of denim or “maong” pants is allowed provided that the same is worn in accordance with these rules.

**T-Shirts** – Collared T-shirts are allowed for both male and female employees. Non-collared T-shirts are prohibited.



**Skirt Length** – Female officials and employees shall see to it that their skirts are knee-length. Definitely, mini and micro-mini skirts (3 inches or more above the knee) are prohibited.

**Appropriate Footwear** – Appropriate footwear shall mean closed formal shoes.

**Proper Grooming** – The sporting of long hair and the wearing of earrings and other body ornaments by male employees are not allowed.

Exemptions that may be allowed on the following grounds:

- When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above.
- When religious affiliation or creed or any legitimate practice by the employee in relation thereto requires him/her to wear particular clothing;
- Physical disabilities and other legitimate health reasons;
- Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
- Employees who lost a loved one can wear mourning clothes during the period of mourning;
- Other circumstances analogous to the foregoing.

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**Date of Implementation:**

This policy was implemented since 1992 and applied up to present.

**Date of Last Review:**

January 15, 2014, April 10, 2010, July 2018, 2021, 2022