

[BUDGET CIRCULAR NO. 2018-1, March 09, 2018]

RULES AND REGULATIONS ON THE GRANT OF UNIFORM/CLOTHING ALLOWANCE (U/CA) TO CIVILIAN GOVERNMENT PERSONNEL

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1.0 Background

Section 50 of the General Provisions of Republic Act (R.A.) No. 10964 or the Fiscal Year (FY) 2018 General Appropriations Act (GAA) provides that an amount not exceeding Six Thousand Pesos (P6,000) per annum is authorized for the payment of U/CA of each qualified government employee, subject to the guidelines, rules and regulations issued by the Department of Budget and Management (DBM).

2.0 Purpose

This Circular is issued to prescribe the updated rules and regulations on the grant of the U/CA to civilian personnel.

3.0 Coverage

This Circular covers civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on full-time or part-time basis.

4.0 Exclusions

The following are excluded from the coverage of this Circular:

4.1 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources;

4.2 Foreign service personnel of the Department of Foreign Affairs and of other departments/agencies who are stationed abroad;

4.3 Barangay officials and employees paid monthly honoraria; and

4.4 Those hired without employer-employee relationships and funded from non- Personnel Services appropriations/budgets, as follows:

4.4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;

4.4.2 Laborers hired through job contracts (pakyaw) and those paid on piecework bases;

4.4.3 Student laborers and apprentices; and

4.4.4 Those whose services are engaged through job orders, contracts of service, and others similarly situated.

5.0 Rationale of the Grant of U/CA

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

5.1 Identify the employees with their mother agencies and to convey emblem of authority; and

5.2 Serve as protective or working clothing; especially for maintenance, workshop, and farm personnel.

6.0 Rates of the U/CA

6.1 For FY 2018, the U/CA for full-time service of government personnel shall not exceed P6,000 per annum. For each subsequent year, the U/CA shall not exceed the amount authorized under the pertinent general provision in the annual GAA.

6.2 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 in FY 2018 shall be computed as follows:

$$\text{U/CA (Part-Time Service in FY 2018)} = (\text{P6,000}) \left(\frac{\text{hours of part-time service/day}}{8 \text{ hours of full-time service}} \right)$$

6.3 If funds in GOCC or LGU budgets are not sufficient to implement fully the U/CA authorized for the fiscal year, the U/CA may be granted at lower but at uniform rates for all qualified personnel.

7.0 Forms and Other Details of the U/CA

7.1 The U/CA may be granted in the following forms:

7.1.1 In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as regulation caps, belts, etc., for incumbents of positions like Special Police, Security Guard, etc.;