

**[CID ADMINISTRATIVE INSTRUCTIONS NO. 22,
May 03, 1988]**

WEARING OF OFFICE UNIFORM

Pursuant to Office Order No. 1 dated 4 January 1988 on the use of modest office attire, all CID officers shall observe the following rules and regulations:

1. All male employees shall wear the polo barong or long sleeved uniform with CID logo when reporting to the office from Monday to Friday except Wednesday, which is a wash day. Wearing maong pants, T-shirts and rubber shoes on a wash day shall not be allowed.

2. All female employees shall wear the white blouse with CID logo and navy blue blazer and skirt from Monday to Friday except Wednesday, which is a wash day. Wearing of tight jeans, slacks or pants, and sleeveless or backless blouse on a wash day is strictly prohibited.

3. Uniforms are compulsory for all, except as exempted by the Commissioner. Uniforms are compulsory for the Executive Officer, members of the BSI and Division or Section Chiefs, except in the following cases:

3.1 When a female employee is pregnant;

3.2 When the employee is in mourning;

3.3 When allowed by the Commissioner;

3.4 When the employee is a participants in official sports activities, but only for the duration of the activity,

3.5 When there is a compelling and justifiable reason.

4. The Division or Section Chief shall be responsible for enforcing the rule on uniforms in their respective offices. The Security Force shall check and register in the logbook the names of employees who come to office without uniforms. The list containing the names of erring employees shall be submitted to the Personnel Section every Friday afternoon.

5. For violation of these Instructions, the following penalties shall be imposed:

5.1 After the first two violations, the Chief of Division or Section shall give a stem warning to the personnel.

5.2 After the third violation, the employee shall be given a memorandum or reprimand which shall form part of his 201