

**[DBM BUDGET CIRCULAR NO. 2012-1 FEBRUARY
23, 2012, February 23, 2012]**

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

TO : HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING STATE UNIVERSITIES AND COLLEGES (SUCs), AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs); CHIEF EXECUTIVES OF LOCAL GOVERNMENT UNITS (LGUs); AND ALL OTHERS CONCERNED

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

1.0 Background

Section 40 of the General Provisions of Republic Act (R.A.) No. 10155, the Fiscal Year (FY) 2012 General Appropriations Act (GAA), provides that appropriations for each department, bureau, office, or agency may be used for uniform or clothing allowance of employees at not more than P5.000 per annum, subject to the rules and regulations issued by the DBM.

2.0 Purpose

This Circular is issued to prescribe 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, Department of National Defense; uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government; and uniformed personnel of the

Philippine Coast Guard and the National Mapping and Resource Information Authority;

- 4.2 Foreign service personnel of the Department of the 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 employee-employer relationships and funded from non-Personal 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 services, 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 for the following purposes:

- 5.1 To identify the employees with their mother agencies and to convey emblem of authority;
- 5.2 To serve as protective or working clothing; especially for maintenance, workshop, and farm personnel; and
- 5.3 To defray expenses for their maintenance.

6.0 Rates of the U/CA

- 6.1 For FY 2012, the U/CA per annum for full-time service shall not exceed P5,000. For each subsequent year, the U/CA shall not exceed the amount authorized in 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 2012 shall be computed as follows:

U/CA (Part- (x hours of part-time service/ day).
Time =
(P5.000)
Service in 8 hours of full-time service
FY 2012)

- 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 partially 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; may include uniform articles normally worn as part thereof such as, regulation caps, belts, etc., for incumbents of positions such as, Special Police, Security Guard, etc.;

7.1.2 In the form of textile materials and cash to cover sewing/ tailoring costs, as has been adopted by very large departments; and

7.1.3 In cash form, for incumbents of executive positions who may not be required to wear the prescribed uniforms or for those who will procure their individual uniforms according to set conditions.

- 7.2 As far as practicable, such uniform/ clothing shall use Philippine tropical fibers pursuant to R.A. No. 9242.

- 7.3 Shoes shall be on the personal accounts of officials/employees, unless provided for by law.

8.0 Government Service Requirement

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

- 8.2 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, Special Police, medical and allied medical staff in hospitals, and