



**MEMORANDUM No. 52 - 2010**

**TO :** **ALL OFFICIALS AND EMPLOYEES**  
This University

**FROM :** **SERAFIN L. NGOHAYON, Ph.D.**  
President  
This University

**SUBJECT :** **WEARING OF UNIFORM AND ID**

**DATE :** July 26, 2010

1. It has been observed that some employees do not wear the prescribed uniform and ID whenever they are inside the university premises;
2. Please be reminded of Civil Service Memorandum No. 19, s. 2000 on prescribed dress code for all government officials and employees in the workplace. The official attire required is the official uniform prescribed by the agency. The following are the prescribed uniform for IFSU employees from Monday – Friday:

Day	Male	Female
Monday	Polo - Brown Pants - Brown Slacks	Blouse – Blue Pants - Gray
Tuesday	Polo - Gray Pants - Slacks	Blouse – Yellow Green Pants - Green
Wednesday	Polo - White Pants - Black Slacks	Blouse – Rust Pants - Black
Thursday	Polo - Cream Pants - Slacks	Blouse – Cream Pants - Brown
Friday	Appropriate Attire	Appropriate Attire

3. For the non-teaching male employees, green shirt (long/short sleeved) is required;
4. Employees who are on travel/ field or who are permitted not to wear their uniforms are exempted from wearing prescribed uniform;
5. The wearing of Identification Card (ID) inside the school premises is also required for proper identification and security measures;
6. The Campus Director, through the Security Guards, are hereby tasked to check the proper wearing of uniform and IDs and to impose the corresponding monetary penalty to the violators. As such, they shall receive a corresponding share from the collection of penalties as per previous memorandum issued on the matter;
7. For guidance and compliance.

Cc: All employees, HRD, Records, file