



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 7 - 2014

**SUBJECT : GUIDELINES FOR THE RELEASE AND UTILIZATION OF
UNIFORM/CLOTHING ALLOWANCE**

DATE : APRIL 14, 2014

-
1. As per Budget Circular No. 2012-1 of the Department of Budget and Management stating the rules and regulations on the grant of Uniform/Clothing Allowance to civilian government personnel, the following shall serve as the prescribed internal guidelines for the release and utilization of the uniform/clothing allowance for CY 2014, to wit:
 - a. There shall be a new Gala uniform for men and women with native Ifugao cloth/design as accent thereto. The same shall be used during special occasions of the University;
 - b. Members of the Faculty who still do not have toga are required to procure the same using their respective clothing/uniform allowance;
 - c. The Uniform/Clothing Allowance shall be given in cash form to employees who shall procure their individual Gala Uniform and/or Toga;
 - d. After having canvassed the tailoring with the lowest amount, the amount of P1,500 for female employees and P1,400 for male employees shall be collected from individual employees for the payment of the textile and to cover the sewing/tailoring costs for the Gala uniform;
 - e. The Employees Union of this University shall be in-charge in ensuring that all employees who received their clothing/uniform allowance shall procure a new gala uniform and/or toga for faculty employees;
 - f. The design and tailoring of the afore-stated uniforms shall be taken care of by the Employees Union.; and
 - g. The usual uniforms from Monday to Wednesday shall remain.
 2. For the information and guidance of all concerned.


SERAFIN L. NGOHAYON, PhD.
University President