



**EXECUTIVE ORDER PCG NO. 15  
SERIES OF 2024**

**AN ORDER CREATING THE CITY UNIFORM COMMITTEE AND FOR OTHER PURPOSES**

**WHEREAS**, the Civil Service Commission, as the central personnel agency of the government, issued Memorandum Circular No. 14, Series of 2001, which promulgates the appropriate dress code for all government officials and employees in the workplace. It further enjoins all agency heads to strictly implement internal policies on process dress code;

**WHEREAS**, the Human Resource Development Office proposes a creation of a City Uniform Committee tasked with the development, implementation, and maintenance of a standardized uniform policy across departments and offices of the city government;

**NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO**, City Mayor of Pasig, by virtue of the powers vested in me by law, do hereby order, that:

**SECTION 1. COMPOSITION.** – City Uniform Committee is hereby created and shall be composed of the following:

- |                  |   |  |
|------------------|---|--|
| Chairperson      | : | City Mayor   |
| Vice Chairperson | : | City Human Resource Development Officer<br>Human Resource Development Office |
| Members          | : | Representative<br>Office of the City Mayor                                   |
|                  |   | Representative<br>Peace and Order Department                                 |
|                  |   | Representative<br>Traffic and Parking Management Office                      |
|                  |   | Representative<br>City Health Department                                     |
|                  |   | Representative<br>Disaster Risk Reduction and Management Office              |
|                  |   | Representative<br>City Environment and Natural Resources Office              |
|                  |   | Representative<br>Pasig City General Hospital                                |



Representative  
Pasig Hope Medical Center

Representative  
Public Information Office

One (1) employees' representative each  
For 1<sup>st</sup> and 2<sup>nd</sup> level

Provided, that the employees' representative from each level shall be elected through a general assembly to be facilitated by the Human Resource Development Office.

**SECTION 2. DUTIES AND FUNCTIONS.** – The City Uniform Committee shall perform the following duties and functions:

1. Formulate procedures and guidelines on the selection and wearing of the city uniforms;
2. Collaborate with relevant stakeholders in selecting appropriate uniform designs for different job roles and environments;
3. Observe the procurement process and coordinate with other operating offices, as may be necessary regarding the procurement of the city uniforms;
4. Address any concerns or feedback from employees regarding the uniform policy; and
5. Monitor the implementation of the wearing of prescribed uniforms and resolve issues, which may arise thereafter.

**SECTION 3. REPEALING CLAUSE.** – All issuances which are inconsistent with or contrary to the provisions of this Order are hereby amended or repealed accordingly.

**SECTION 4. SEPARABILITY CLAUSE.** – If for any reason, any section or provision of this Order is held to be unconstitutional or invalid by competent authority, such as judgement or action shall not affect or impair the other sections or provision hereof.

**SECTION 5. EFFECTIVITY.** – This Order shall take effect immediately.

ISSUED this 16<sup>th</sup> day of April 2024 at the City of Pasig, Metro Manila.

  
VICTOR MA REGIS N. SOTTO  
City Mayor



18 APR 2024 12:00pm