



Boy Scouts of the Philippines

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NATIONAL OFFICE MEMORANDUM NUMBER 69 series 2022

**TO : ALL BSP OFFICIALS AND EMPLOYEES INCLUDING CONTRACT
OF SERVICE PERSONNEL**

**SUBJECT : OFFICIAL DRESS CODE, IDENTIFICATION CARD, ETIQUETTE,
AND PROHIBITED ACTS**

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 19 series of 2000 (Revised Dress Code Prescribed for Government Officials in the Workplace) and Section 4, Rule VI of CSC Memorandum Circular No. 12 series of 2008 (Republic Act 9485 and its Implementing Rules and Regulations), and Item 2.14, Chapter II p.110 of the BSP Manual of Standard Operating Procedures, the BSP dress code is hereby published, viz:

1. All BSP officials and employees including Contract of Service personnel while performing official duties must observe the dress code as follows:

Monday	-	Scout Uniform
Tuesday	-	Office Uniform
Wednesday	-	Office Uniform
Thursday	-	Office Uniform
Friday	-	Smart Casual Attire

2. The design and color scheme of the office uniform shall be decided by way of a resolution by the BSP Uniform Committee composed of employees duly constituted for the purpose. Local Councils are encouraged to adopt these office uniform design and color scheme.

3. Friday is casual wear day but employees must be in presentable casual outfit. Men are allowed to use of semi formal shirt with jeans or denim pants and casual shoes. Women are also allowed semi-formal outfit with dress or pants and closed shoes. The use of ripped or tattered jeans and mini dress/skirts is strictly prohibited.

4. PROHIBITIONS

The following attire is prohibited in the workplace:

- a. Gauzy, transparent or net-like shirt or blouse;
- b. Sando, strapless or spaghetti-strap blouse (unless worn as under skirt), tank-tops, blouse with over-plunging neck lines;
- c. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- d. Rubber slippers, rubber sandals, "bakya".
- e. Other Prohibitions:
 - e.1. Ostentatious display of jewelleryes', except for special occasion or during official celebrations;
 - e.2. Wearing of heavy theatrical make-up.

Official Dress Code, ID, Etiquette and Prohibited Acts

5. EXCEPTIONS

The following are exemptions in the implementation of dress code that may be allowed on the following grounds:

- a. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above;
- b. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
- c. Physical disabilities, and other legitimate health reasons;
- d. Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
- e. Employees who lost a loved one can wear mourning clothes during the period of mourning;
- f. Other circumstances analogous to the foregoing.

6. OFFICE IDENTIFICATION CARD

All BSP employees including Contract of Service personnel are required to wear the BSP official identification (ID) card upon entering the office premises or when doing official function or assignment. The **"No ID, No Entry"** policy shall be strictly enforced. Employees who are not allowed to enter the BSP office premises for the non-wearing of office ID shall be considered absent on that day.

BSP Local Councils may create/design their own office ID patterned after the BSP National Office ID.

7. OFFICE ETIQUETTE

1. All BSP officers and employees are encouraged to be polite and courteous at all times towards BSP officials, peers, guests, and visitors particularly when transacting official business;
2. There must be a specific point person/front desk in every office who shall attend to incoming visitors/guests and clientele;
3. The use of office telephone units, computers and/or ICT equipment is for official business only. All employees shall refrain from using the office equipment for personal use;
4. All BSP officers and employees should regularly observe the prescribed office hours. Everyone is enjoined to report for work early and refrain from staying in the office beyond 6:00 P.M. unless with approved overtime/COC request;
5. For austerity measures, turn-off lights and air-conditioning unit when you are the last person to leave the office.

8. PROHIBITED ACTIVITIES

BSP employees shall not to engage in the following prohibited activities:

- a. Selling any item/wares or undertaking personal business transactions during business hours.
- b. Loitering or loafing along the corridors or their stations unless necessary.
- c. Littering
- d. Indulging in meaningless gossips at the expense of the waiting public or even when your schedule is light.
- e. Gambling in many form
- f. Smoking (CSC Res. No. 91-787 s. of 1991)
- g. Moonlighting
- h. Drinking intoxicating liquor and beverages.

9. PENALTIES AND SANCTIONS

Any violation of the provision of this policies shall be considered a ground for disciplinary action, for violation of Reasonable Office Rules and Regulations under Section 50 F (3), Rule 10, 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

For information, guidance, and compliance.


DALE B. CORVERA
National President

cc: National President, DALE B. CORVERA
Office of the Secretary General
Office of the Deputy Secretary General
Directors and Heads of Offices
Resident Auditor, Commission on Audit
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