

ORIENTATION FOR NEWLY HIRED EMPLOYEES





**PHILIPPINE CHARITY
SWEEPSTAKES OFFICE**

OFFICE DE QUORUM



1.ATTENDANCE TO FLAG RAISING/LOWERING CEREMONIES

Attending the Monday Flag Raising Ceremony is an obligation of every PCSO employee per existing policy of the Civil Service Commission. Unless justifiably excused, every employee is duty-bound to attend this twice-a-week, twenty-minute activity every Monday and Friday.

(Friday – Flag Lowering Ceremony, Memorandum Order No. 2013-004 dated January 9, 2013)



2. PRESCRIBED OFFICE UNIFORMS

You are required to wear the prescribed office uniform with pride from Monday to Thursday. On days were wearing of uniform is excused, you are required to dress in appropriate corporate attire.



2. PRESCRIBED OFFICE UNIFORMS

A. ALL RANK AND FILE EMPLOYEES (JOB GRADE 12 AND BELOW), INCLUDING JOB ORDER PERSONNEL

Working Days	Official Attire
Monday	Filipiniana/Barong-inspired attire per Memorandum Order No. 2025-685 dated 1 August 2025 issued by the Assistant General Manager for the Administrative Sector
Tuesday	For Plantilla personnel: <ul style="list-style-type: none"> ▪ PCSO-prescribed Office Uniform ▪ In case of unavailability, Smart Casual Attire in Pink color For Job Order personnel: <ul style="list-style-type: none"> ▪ Smart Casual Attire in Pink color
Wednesday	For Plantilla personnel: <ul style="list-style-type: none"> ▪ PCSO-prescribed Office Uniform ▪ In case of unavailability, Smart Casual Attire in Purple color or the 91st PCSO Anniversary Shirt For Job Order personnel: <ul style="list-style-type: none"> ▪ Smart Casual Attire in Purple color or the 91st PCSO Anniversary Shirt
Thursday	For Plantilla personnel: <ul style="list-style-type: none"> ▪ PCSO-prescribed Office Uniform ▪ In case of unavailability, Smart Casual Attire in Blue color

Illustrative Example of Smart Casual Attire:

- a. Tops: Polo Shirts, blouses with collar, blouse/polo, buffed down polo, buttoned down long sleeves, blazers, or jackets
- b. Bottoms: Skirts (length should not be shorter than one inch above the knee), slacks, or maong pants
- c. Footwear: Leather/rubber shoes or any appropriate enclosed shoes

B. CONTRACT OF SERVICE PERSONNEL AND CONSULTANTS

Contract of service personnel and Consultants whose duties do not require daily office attendance are strongly encouraged to adhere to the abovementioned dress code whenever they physically present at the designated workplace



C. PROHIBITED ATTIRE AND OTHER PROHIBITIONS

Pursuant to Section 8, Rule VI of the Rules Implementing RA No. 6713, the wearing of the following is **prohibited** for all PCSO employees, including Job Order and Contract of Service Personnel and Consultants, when performing official functions within the designated workplace:

1. Collarless T-shirt
2. Blouses with overplunging necklines
3. Backless top/plunged back top
4. Sleeveless
5. See-through clothing
6. Gauzy, transparent, or net-like clothing
7. Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
8. Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
9. Ripped jeans
10. Short pants
11. Sandals, slippers, and slip-ins exposing the toes
12. Excessive jewelry, except for special occasions and during official celebrations
13. Heavy or theatrical makeup, except for those engaged in the performing
14. Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

C. PROHIBITED ATTIRE AND OTHER PROHIBITIONS

• Gauzy, transparent or net like shirt;



• “Sando,” strapless or spaghetti-strap blouse plunging necklines;



C. PROHIBITED ATTIRE AND OTHER PROHIBITIONS

- Micro mini skirt, walking shorts, cycling shorts, legging, tights, jogging pants;



- Rubber sandals, slippers, “bakya”.



DRESS CODE



DRESS CODE



Smart Casual Clothing



Sandos, shorts, mini skirt and sexy clothing are not allowed