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Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
Ministry of Finance, and Budget and Management
Bangsamoro Government Center, Rosary Height VII, Cotabato City

BANGSAMORO BUDGET CIRCULAR

No. 2022-05

5 April 2022
3 Ramadhan 1443

TO : All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Accountants, Budget Officers; and All Others Concerned

SUBJECT : RULES AND REGULATIONS ON THE GRANT OF UNIFORM/CLOTHING ALLOWANCE (U/CA) TO CIVILIAN PERSONNEL IN THE BANGSAMORO GOVERNMENT

1.0 BACKGROUND

Section 41 of the General Provisions of Bangsamoro Autonomy Act (BAA) No. 3 or the Fiscal Year (FY) 2022 General Appropriations Act of the Bangsamoro (GAAB) provides that an amount not exceeding Six Thousand Pesos (₱6,000) per year is authorized for the payment of U/CA to each qualified government employee, subject to B.C. No. 2018-1 dated March 8, 2018 of Department of Budget and Management (DBM) and such other guidelines as may be issued thereon.

2.0 PURPOSE

This Circular is issued to prescribe the updated rules and regulations on the grant of the U/CA to civilian personnel.

3.0 COVERAGE

This Circular covers all positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Bangsamoro Government.

4.0 EXCLUSIONS

Excluded from the coverage of this Circular are those individuals engaged without employee-employer relationships and funded from non-Personnel Services appropriations/budgets, as follows:

- 4.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- 4.2 Laborers engaged through job contracts (*pakyaw*) and those paid on piecework bases;
- 4.3 Student laborers and apprentices; and
- 4.4 Those whose services are engaged through job orders, contracts of service, or others similarly situated.

5.0 RATIONALE OF THE GRANT OF U/CA

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work. In general, such uniforms or clothing are intended to:

- 5.1 Identify the employees with their mother Ministry/Office and to convey emblem of authority; and
- 5.2 Serve as protective or working clothing; especially for maintenance, workshop, and farm personnel.

6.0 RATES OF THE U/CA

- 6.1 The U/CA for full-time service of government personnel shall not exceed **₱6,000** per annum. For each subsequent year, the U/CA shall not exceed the amount authorized under the pertinent general provision in the annual General Appropriations Act of the Bangsamoro (GAAB).
- 6.2 The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service. For example, the U/CA for part-time service shall be computed as follows:

$$\text{U/CA (Part-Time Service)} = (\text{₱6,000}) \frac{(\text{x hours of part-time service/day})}{8 \text{ hours of full-time service}}$$

7.0 FORMS AND OTHER DETAILS OF THE U/CA

- 7.1 The U/CA may be granted in the following forms:
 - 7.1.1 In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as regulation caps, belts, etc., for incumbents of positions like Security Guard, etc.;

- 7.1.2 In the form of textile materials and cash to cover sewing/tailoring costs, as has been adopted by very large departments; and
- 7.1.3 In cash form, for incumbents of executive positions who may not be required to wear the prescribed uniforms, or for those who will procure their individual uniforms according to set conditions.
- 7.2 As far as practicable, such uniform/clothing shall use Philippine tropical fibers pursuant to R.A. No. 9242¹, s. 2004.
- 7.3 Shoes shall be on the personal accounts of officials/employees, unless provided for by law.

8.0 GOVERNMENT SERVICE REQUIREMENT

- 8.1 Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.
- 8.2 The six (6)-month service requirement shall not cover those who are required to wear uniforms at all times in the performance of their work such as incumbents of positions of Security Guard, medical and allied medical staff in hospitals, and those in similar situations, as they have to wear their uniforms at all times.

9.0 GRANT OF U/CA DUE TO VARIOUS PERSONNEL ACTIONS/ENGAGEMENTS

9.1 Newly-Hired Employee

A newly-hired employee may qualify to the grant of U/CA only after rendering six (6) months of service, and if expected to render services for at least six (6) months for the rest of the year.

9.2 An Employee on Detail

The U/CA of an employee on detail to another government Ministry/Office shall be borne by the mother Ministry/Office.

9.3 Transferred Employee

9.3.1 An employee who transferred to another Ministry/Office and was not granted U/CA by the former Ministry/Office shall be granted U/CA by the new Ministry/Office, subject to the submission of a certification to that effect.

¹ An Act Prescribing the Use of the Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes dated February 10, 2004

9.3.2 An employee who transferred to another Ministry/Office *within the year but was earlier granted U/CA by the previous Ministry/Office* shall no longer be granted U/CA by the new Ministry/Office.

9.3.3 An employee who transferred to another Ministry/Office and is required to wear uniforms at all times, may be granted U/CA by the new Ministry/Office even if he/she was granted U/CA by the former Ministry/Office, subject to the approval of the new Ministry/Office head.

9.4 Employee on Study Leave or Study/Training/Scholarship Grant

9.4.1 An employee on study leave or on study/training/scholarship grant locally or abroad shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

9.4.2 If an employee is on study/training/scholarship grant for the whole year, locally or abroad, and is not required to report for work, he/she is not entitled to the U/CA.

10.0 FUND SOURCES OF THE U/CA

The amount of ₱6,000 per qualified government employee shall be charged against the respective Ministry/Office budgets authorized under the General Appropriations Act of the Bangsamoro (GAAB).

11.0 RESPONSIBILITIES OF MINISTRIES AND OFFICES

Ministries and Offices shall be held responsible for the proper implementation of the provisions of this Circular.

11.1 They shall issue internal guidelines on the grant of the U/CA such as, determination of the form of U/CA, and selection of uniform/clothing designs.

11.2 They shall also issue internal guidelines on the prescribed uniform or clothing for specific or special employee groups; modified uniforms as may be necessary due to religious affiliations or creed, physical disabilities, or legitimate health reasons; and monitor compliance with set guidelines on wearing uniforms and appropriate attire.

11.3 They shall be held liable for any grant of U/CA not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess or undue payments.

12.0 RESOLUTION OF CASES

Cases not covered by the provisions of this Circular shall be referred to the MFBM for resolution.

13.0 EFFECTIVITY

This Circular shall take effect immediately.

