



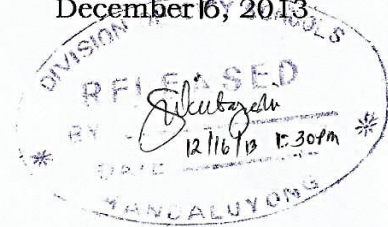
Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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*RUSH*

December 16, 2013



**DIVISION MEMORANDUM**

TO: OIC - ASDS  
Principals, Public Elementary and Secondary Schools

SUBJECT: GRANT OF UNIFORM/CLOTHING ALLOWANCE TO NEWLY HIRED  
TEACHING EMPLOYEES FOR FY 2013

As per DBM Budget Circular No. 2012-1 re: Rules and Regulations on the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel, U/CA amounting to Php 5,000 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.

However, 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, Special Police, medical and allied medical staff in hospitals, and those in similar situations, as they have to wear their uniforms at all times.

In view of this, we request our Principals to please submit their payrolls for Uniform/Clothing Allowance of Newly Hired National Permanent Teachers who were not given the said allowance that was released last April 2013.

Deadline of submission is on December 17, 2013.

For strict compliance.

*[Signature]*  
**EVANGELINE P. LADINES**  
OIC – Schools Division Superintendent