



05 April 2024

**MEMORANDUM NO. ACR 24- 58**

TO : Chancellors  
Director, UP PGH  
Dean, UP Tacloban College

ATTENTION : Vice Chancellors for Administration  
Deputy Director for Administration  
Associate Dean for Administration  
Directors/Heads of HRDO, Budget Office and Accounting Office

SUBJECT : **Guidelines for the Payment of Uniform/Clothing Allowance (U/CA) 2024 of Seven Thousand Pesos (PhP7,000)**

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**A. The following are entitled to the (U/CA):**

- 1.1 All full-time faculty members, REPS, and administrative staff WITH PERMANENT, TEMPORARY, CASUAL, CONTRACTUAL, SUBSTITUTE, CO-TERMINUS STATUS who are:
  - 1.1.1 Already in government service and are to render services for at least six (6) months of service within the year inclusive of leaves of absence with pay;
  - 1.1.2 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. The six (6)-month service requirement shall not apply to them, as they are required to wear their uniforms at all times.
- 1.2 Newly hired employees may qualify after rendering six (6) months of service;
- 1.3 Employees on detail to other government agencies, provided that the U/CA of such employee shall be borne by the University of the Philippines, except if provided otherwise in the detail assignment;
- 1.4 Employees on study leave or on study/training/scholarship grant locally or abroad, provided that they render 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; and
- 1.5 Employees transferred to other government agencies, in accordance with the following:

- 1.5.1 If not granted U/CA by the former agency, U/CA shall be granted by the University, subject to the submission of a certification to that effect.
- 1.5.2 If transferred to another agency within the year, but earlier granted U/CA by the previous agency, shall no longer be granted by the University.
- 1.5.3 In case the transferred employees are required to wear uniforms at all times, U/CA may still be granted by the University, even if already previously granted the U/CA by the former agency, subject to the approval of the Vice President for Administration (for UP System Admin)/Chancellor for CUs/Dean of UP Tacloban College/UP PGH Director.
- 1.6 Part-time regular employees who satisfy Sections 1.1.1 and 1.1.2 or covered by Section 1.2 above

**B. The following are NOT entitled to U/CA:**

- 1.1 Those on leave without pay for more than six (6) months within the year;
- 1.2 Those hired without employer-employee relations and funded from non-Personnel Services appropriations/budgets, such as those covered by contract of service and job order; lecturers; consultants or experts hired for a limited period to perform specific activities or services with expected output; student and graduate assistants; laborers of projects under contract; and others with similar conditions;
- 1.3 Employees on study/training/scholarship grant for the whole year, locally or abroad, and are not required to report for work.

**C. Rate of the U/CA:**

The U/CA for full-time service employees shall not exceed PhP7,000, as per Section 58 of the General Provisions of Republic Act (RA) No. 11975.

Covered part-time regular employees shall be granted based on the computation below:


$$U/CA \text{ (Part-Time Service in FY 2024)} = (\text{Php}7,000) \times \frac{\text{hours of part-time service/day}}{8 \text{ hours of full-time service}}$$

[Annex A](#) of DBM Budget Circular No. 2024-01 dated 04 April 2024 presents illustrative examples of various scenarios involving the grant of the U/CA

## D. Schedule of Payment

The payment of the Uniform/Clothing Allowance (U/CA) shall be made in two (2) tranches:

- The first tranche shall be made not earlier than 11 April 2024 (Thursday) for the P6,000, to be charged against the allotment for U/CA provided in the GAA 2024. This is already included in the funds that will be transferred to the CUs/PGH for the Partial Release for April 2024.
- The second tranche shall be paid as soon as funds are released by DBM for the P1,000 additional requirement per qualified employee, charged against DBM's Miscellaneous Personnel Benefits Fund (MPBF). As per Section 10.2 of DBM Budget Circular No. 2024-01 dated 04 April 2024, a Special Budget Request shall be submitted to DBM based on the computation of the University for the P1,000 additional requirement per qualified employee.

  
**AUGUSTUS C. RESURRECCION**  
Vice President for Administration

cc: Office of President  
Vice Presidents, Secretary of the University