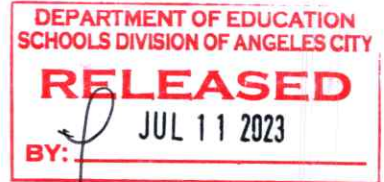




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



11 July 2023

DIVISION MEMORANDUM

No. 243s. 2023

**REITERATION ON THE GRANT OF UNIFORM/CLOTHING ALLOWANCE (U/CA)
FOR NEWLY-HIRED EMPLOYEE (TEACHING AND NON-TEACHING)**

To: Assistant Schools Division Superintendent
SGOD – Chief Education Supervisor
CID – OIC-Chief Education Supervisor
OSDS Unit Heads
Education Program Supervisor
Public Schools District Supervisor
Heads, Public Elementary and Secondary School
All Private Schools
All Teaching and Non-Teaching Personnel
All Others Concerned

1. This is to inform the field and reiterate the **Guidelines on the Grant of Uniform/Clothing Allowance to Civilian Government Personnel**, pursuant to the **Budget Circular no. 2018-4** dated March 8, 2018.
2. Whereas stated:
 - 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.**
3. It is therefore understood that a newly hired employee must render services for **at least a total of one year** to be granted of Uniform/Clothing Allowance.
4. For information and guidance.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

ALLOWANCE BENEFITS UNIFORM

DCCD/Personnel/July 11, 2023