



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
NBP Reservation, 1776 Muntinlupa City



15 December 2017

**MEMORANDUM**

**TO : ALL SUPERINTENDENTS & OFFICERS-IN-CHARGE**  
*Operating Prison and Penal Farms*

**CHIEFS OF DIVISIONS, SECTIONS & UNITS**  
*BuCor and OPPF Offices*

**SUBJECT : Implementation of the Code on Uniform of the Bureau of Corrections**

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With the impending implementation of the Republic Act No. 10575 or otherwise known as the Bureau of Corrections Act of 2013, which includes among others, the transition into the uniformed service of our Corrections and Corrections Technical Officers; **the implementation of the hereto attached BuCor Code on Uniforms** is hereby **ORDERED**.

The Code on Uniforms contains the specifications and types of uniform to be worn by all uniformed personnel on prescribed days, the manner or discipline in wearing them, and the corresponding sanctions for breaches thereof.

All OPPF Superintendents and Officers-In-Charge, as well as Heads of Divisions, Sections and Units of civilian offices who utilize custodial personnel in their operations, are hereby directed to supervise, monitor and sustain the implementation of this Code in their respective AORs.

**All concerned uniformed personnel are hereby expected to completely have and wear their respective sets NLT than the end of 1<sup>st</sup> Quarter of 2018.**

For strict compliance.

**PCSUPT. VALFRIE G. TABIAN, (Ret.)**  
*Officer-In-Charge, BuCor &  
Deputy Director General for Administration*

Encl. a/s



# THE CODE ON UNIFORM OF THE BUREAU OF CORRECTIONS

(Resolution No. 001-2016)

## UNIFORMS, EQUIPMENT, GROOMING AND APPEARANCE STANDARDS FOR ALL CORRECTIONS OFFICERS

**WHEREAS**, the BuCor Uniform Board hereby promulgates the Code on Uniform of the Bureau of Corrections, which sets the standards for all Corrections and Technical Officers pertaining to the manner and discipline when wearing the BuCor uniforms as well as the standards for grooming and appearances;

**NOW, WHEREFORE**, in consideration of the foregoing premises, the Board RESOLVES as it is hereby RESOLVED that the following provisions shall be adopted, observed and undertaken whenever in the Bureau of Corrections uniform:

### I. BACKGROUND

*"A UNIFORM SIGNIFIES AUTHORITY AND RESPECT".*

The uniform symbolizes the authority that it represents in the society. Not all people are given the privilege and opportunity to wear a uniform therefore, it must be worn with pride at all times.

In the past, the Bureau of Corrections had undergone numerous reforms, in the leadership and administration; guidelines and policies, and along with these changes is the preference for the uniform of corrections officers.

In the advent of implementing Republic Act No. 10575, otherwise known as the Bureau of Corrections Act of 2013, which aims to professionalize and modernize not only the core functions of the Bureau, but also its personnel who are always at the foreground and serve as the "backbone" of the institution. This is primarily to keep up with the thrust of modern corrections services and it is therefore imperative that the corrections officers' uniform must be institutionalized in order to establish an identity among other uniformed service agencies.



Mere compliance to proper wearing of prescribed attire is not enough. Prime observance of discipline in wearing one is also expected of each and every professional corrections officer.

The following UNIFORM CODE is hereby promulgated as a guidance for all Corrections Officers of BuCor, to ensure uniformity in the manner of wearing the UNIFORM, EQUIPMENT, GROOMING and APPEARANCE STANDARDS; and any breach or non-compliance hereof shall warrant the filing of appropriate disciplinary sanction against the erring personnel.

## II. UNIFORM CLASSES

1.0 The GENERAL OFFICE ATTIRE (GOA) for Commissioned Officers shall be worn with complete paraphernalia as indicated below:

### COMMISSIONED OFFICERS

<p>For Mondays and Tuesdays or as directed by higher authority</p> <p>Pershing Cap/Ball Cap GOA and matching pants (or skirt for ladies) Shoulder Loop Lanyard Badge Nameplate Awards and Decorations Training/Specialization Badge Identification Card Dress Shoes</p>	
<p>For Thursdays and Fridays or as directed by higher authority</p> <p>Pershing Cap Bush Coat and matching pants Shoulder Loop Badge Nameplate Awards and Decorations Training/Specialization Badge Identification Card Dress Shoes</p>	

2.0 The GENERAL OFFICE ATTIRE (GOA) for Non-Commissioned Officers shall be worn with complete paraphernalia as indicated below:



## NON-COMMISSIONED OFFICERS

For Mondays, Tuesdays,  
Thursdays and Fridays or as  
directed by higher authority

Pershing Cap/Ball Cap  
GOA with Chevron Ranks and  
matching pants (or skirt for  
ladies)  
Lanyard  
Badge  
Nameplate  
Awards and Decorations  
Training/Specialization Badge  
Identification Card  
Dress Shoes



All GOA uniforms must be accessorised with a Duty Rig Belt with accessories and firearm except when otherwise directed by the immediate supervisor or the Superintendent.

### FORMAL OCCASIONS TO WEAR GOA WITH PERSHING CAP

1. Flag-Raising/Retreat Ceremony;
2. Arrival Honors;
3. Congressional or Cabinet Meetings;
4. Command Conferences;
5. TV/Media appearances;
6. As directed by Higher Authority

### NORMAL OCCASIONS TO WEAR GOA WITH BALL CAP

1. Office/Duty uniform;
2. Court Appearances; and
3. As directed by Higher Authority

3.0 The Supplementary Attire for both Commissioned and Non-Commissioned Officers shall be worn with either GOA or BDA pants every Wednesdays or as directed by higher authority.

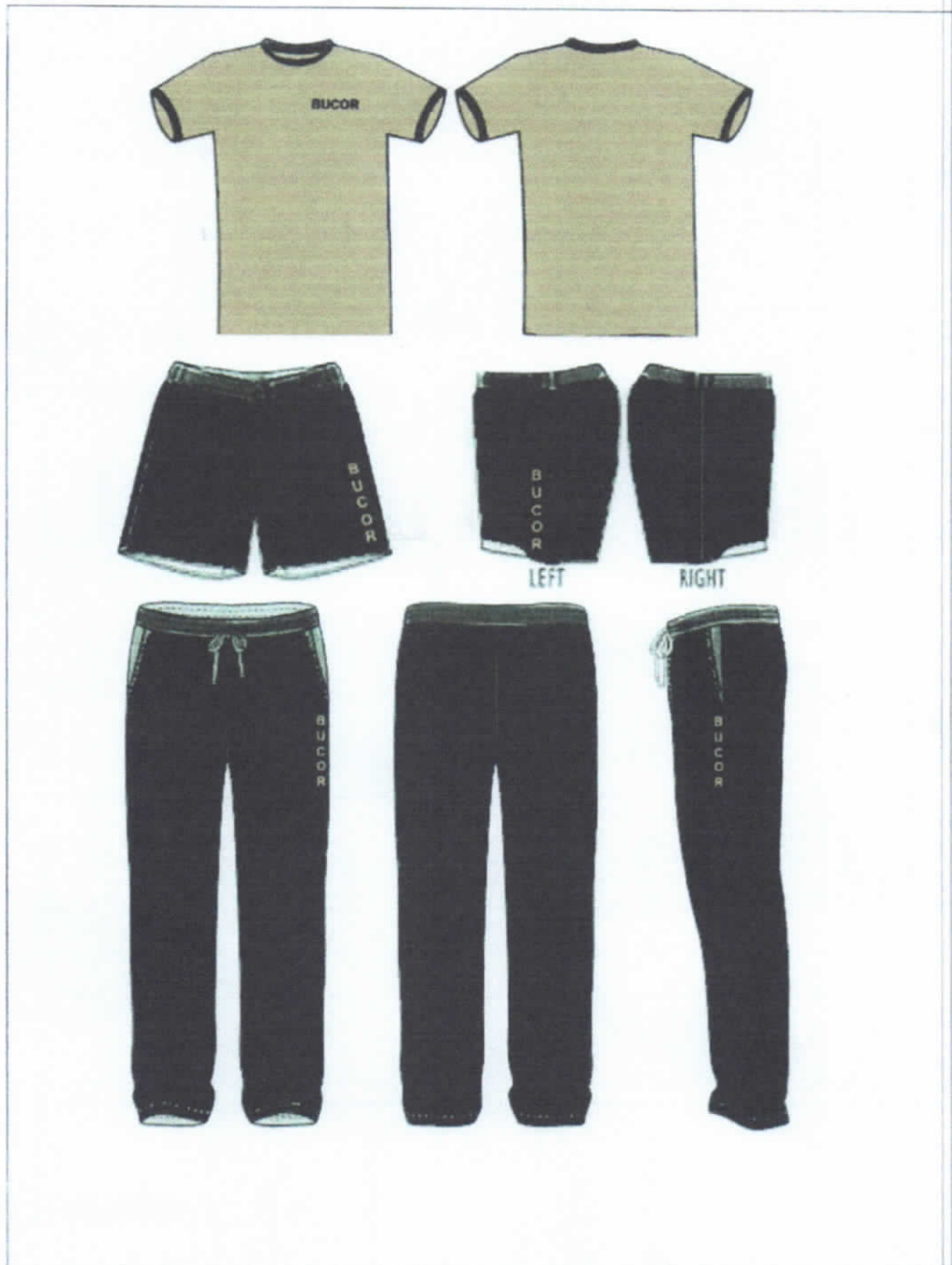


The Supplementary Attire may also be worn during summer days or humid days as officially declared by the Superintendent or higher authority. This, however, must not be construed as a replacement attire during days when a specific uniform is being directed to be worn on a particular occasion.

The Supplementary Attire, despite the practicality and nature of its design, is an official attire of the uniformed corrections personnel, hence they are the ones only authorized to wear the same.

4.0 The Athletic Uniform for both Commissioned and Non-Commissioned Officers shall be worn on official activities such as: Athletic Day, Physical Fitness Activities, Fun Run, and other analogous activities as may be directed by higher authority.

It must NOT be worn when riding in any public transport. The upper garment must always be TUCKED-IN when worn.



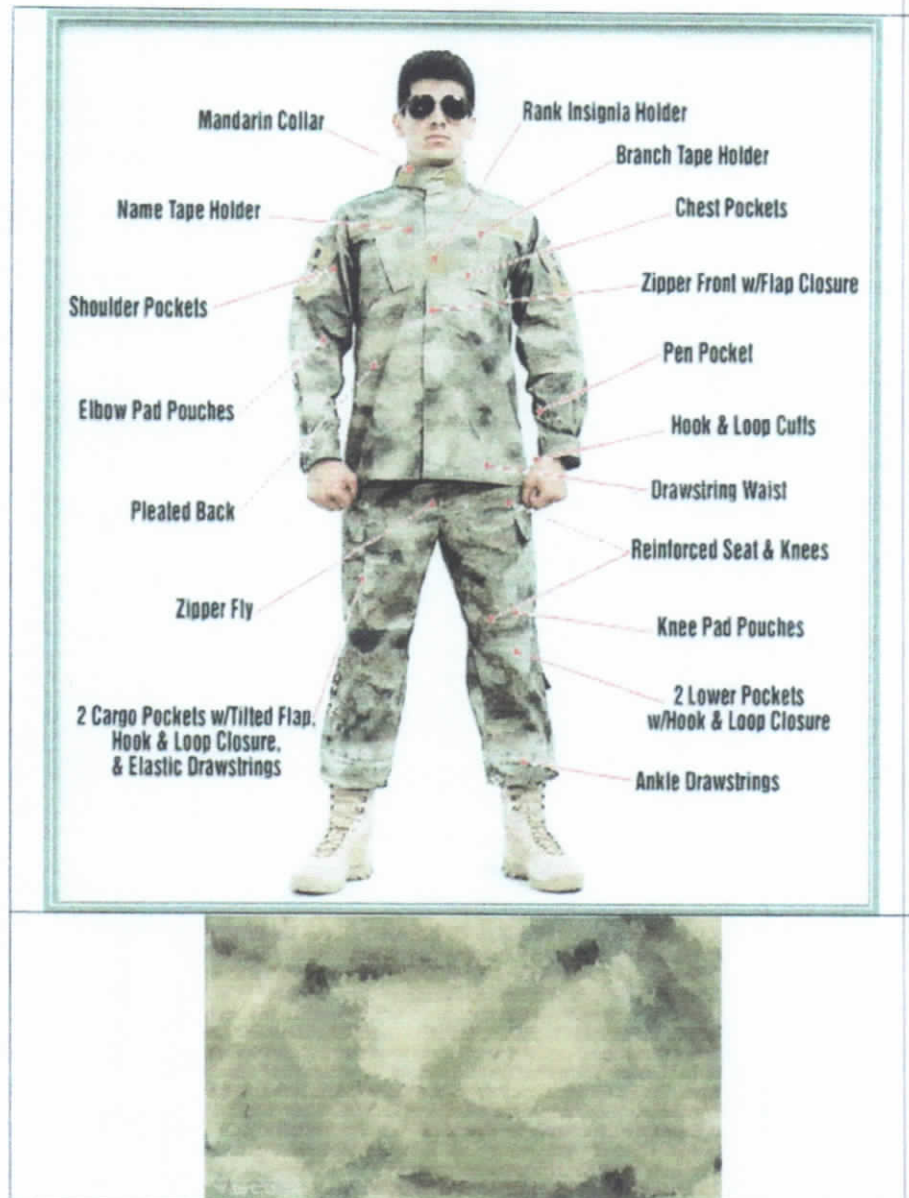
5.0 The Formal Attire (GALA Uniform) shall be worn on the following occasions, to wit:

- 5.1 Courtesy Calls to any higher public office, both domestic and foreign;
- 5.2 Wedding Ceremonies;
- 5.3 Burial Ceremonies for Senior Corrections Officers;
- 5.4 Oath-taking Ceremonies for Promotion to Star-Rank Officers;
- 5.5 Turn-over of Command Ceremonies;
- 5.6 Special Occasions for Honorees and Awardees;
- 5.7 International Conferences; and
- 5.8 As necessitated by the occasion to be determined by the Director General.





6.0 BATTLE DRESS ATTIRE (FIELD SERVICE)- this shall be the standard uniform for escorting inmates in agro-production field works and turn-overs of custody (for courts, jails and other penal institution of BuCor), and during Disaster, Relief and Rescue Operations. The BDA shall also be worn during Saturdays' and Sundays' duties and as necessitated in any other activity specified by the higher authority or the Director General. The regular BDA shall be the Advance Tactical Concealment System-Arid Urban Design (ATACS-AU). Members of the SWAT shall have the exclusive BLACK TACTICAL BDA.












The BDA shall be worn with a Marine Cap and Coyote Brown Tactical/Combat Boots. A standard drop-leg (low carry) holster shall be used for the sidearm.








**III. RANK INSIGNIAS and UNIT PATCHES**

1.0 COMMISSIONED OFFICERS (Shoulder Loops)

 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>
<p><b>CORRECTIONS INSPECTOR / TECHNICAL INSPECTOR</b></p>	<p><b>CORRECTIONS SENIOR INSPECTOR/ TECHNICAL SENIOR INSPECTOR</b></p>	<p><b>CORRECTIONS CHIEF INSPECTOR /TECHNICAL CHIEF INSPECTOR</b></p>
 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>
<p><b>CORRECTIONS SUPERINTENDENT / TECHNICAL SUPERINTENDENT</b></p>	<p><b>CORRECTIONS SENIOR SUPERINTENDENT / TECHNICAL SR. SUPERINTENDENT</b></p>	<p><b>CORRECTIONS CHIEF SUPERINTENDENT</b></p>
 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>	 <p><b>BUCOR</b></p>
<p><b>CORRECTIONS DIRECTOR</b></p>	<p><b>CORRECTIONS DEPUTY DIRECTOR GENERAL</b></p>	<p><b>CORRECTIONS DIRECTOR GENERAL</b></p>

2.0 NON-COMMISSIONED OFFICERS (Chevron Arm Patches)

		
<p><b>CORRECTIONS OFFICER 1 / TECHNICAL OFFICER 1</b></p>	<p><b>CORRECTIONS OFFICER 2 / TECHNICAL OFFICER 2</b></p>	<p><b>CORRECTIONS OFFICER 3 / TECHNICAL OFFICER 3</b></p>
		
<p><b>CORRECTIONS SENIOR OFFICER 1 / TECHNICAL SENIOR OFFICER 1</b></p>	<p><b>CORRECTIONS SENIOR OFFICER 2 / TECHNICAL SENIOR OFFICER 2</b></p>	<p><b>CORRECTIONS SENIOR OFFICER 3 / TECHNICAL SENIOR OFFICER 3</b></p>
		
<p><b>CORRECTIONS SENIOR OFFICER 4 / TECHNICAL SENIOR OFFICER 4</b></p>		

### 3.0 UNIT PATCHES

These patches shall bear the official logo of each and every BuCor operating units (prison and penal farms) for distinction purposes and must be sewn or attached on the right sleeve of an upper garment.

	
<p align="center"><b>New Bilibid Prison</b></p>	<p align="center"><b>Correctional Institution for Women</b></p>
	
<p align="center"><b>Iwahig Prison &amp; Penal farm</b></p>	<p align="center"><b>Davao Prison &amp; Penal Farm</b></p>
	
<p align="center"><b>Sablayan Prison &amp; Penal Farm</b></p>	<p align="center"><b>San Ramon Prison &amp; Penal Farm</b></p>
	
<p align="center"><b>Leyte Regional Prison</b></p>	



#### IV. UNIFORMS AND EQUIPMENT REQUIRED WHILE ON DUTY

1.0 All Corrections Officers, unless otherwise instructed by his/her superior officer, in addition to the set of uniforms prescribed and their proper paraphernalia; are expected to be equipped with the following items and equipment while in the performance of his/her duties, to wit:

- a) Notepad and Ballpen;
- b) BuCor Operating Manual;
- c) Prescribed Duty Rig Belt, to include:
  - c.1) Issued Firearm with Magazines and authorized ammunition;
  - c.2) Metal Handcuffs with key;
  - c.3) Baton or Nightstick with holder (whenever on-duty inside prison compounds);
  - c.4) Flashlight (for night duty);
  - c.5) Chemical Spray and holder; and
  - c.6) First-Aid Kit
- d) Radio Communication Device, if available.

#### 2.0 *Responsibility of a Supervisor*

Supervisors shall inspect their ranks prior to assumption to duty and ensure that each personnel under his jurisdiction will be in complete uniform, physically and mentally fit for duty and that their respective gears or equipment are properly maintained and in good condition.

A duly accomplished Personnel Inspection Report (Appendix "A") shall be submitted to the Uniform Inspectorate Group within the First Hour of the day for proper evaluation and records purposes. This shall contain a checklist for any deficiency on his personnel's uniform and/or defect in equipment brought in for duty.

Supervisors are cautioned to refrain from giving considerations as his personnel's will also be quickly inspected at all points of entry into any of the prison facilities and offices. Any supervisor whose inspection report is contrary to that of any gate officer's Delinquency Report (Appendix "B") shall be similarly recommended for an administrative case for Dishonesty and/or Misconduct

4.0 The Corrections Officer shall remain armed at all times, except when prohibited, as covered by Memorandum Orders. Where applicable, the officer may also wear an approved holster in lieu of the gunbelt. In no instance shall the wearing of an INSIDE or CONCEALED HOLSTER be allowed while the officer is wearing any of the uniform types mentioned in the preceding paragraphs.



#### 5.0 *Court Appearances/Official Business*

Officers shall wear the uniform of the day when appearing in courts on official business. The uniform, whenever worn, shall be neat and clean, no portion of the undershirt will be visible beyond the top of the upper garment's collar and sleeves. Off-duty officers with legitimate transactions in any offices of the Bureau may wear civilian clothes, provided that he/she is dressed in an appropriate day-time apparel. Proper dress codes are observed in all government offices pursuant to existing Civil Service rules.

#### 6.0 *Personal Business*

Whenever an officer shall attend to personal businesses in any other government institution, he/she is prohibited from carrying a weapon and wearing the agency uniform except, when expressly authorized by the Superintendent.

#### 7.0 *Training Functions*

The following regulations shall apply to all personnel attending trainings conducted by the Bureau of Corrections or any outside agency.

- 7.1 The uniform of the day in attending training or education functions;
- 7.2 Off-duty personnel may wear either the uniform of the day or any apparel as specified and duly covered in training notices; and
- 7.3 Improper attires during training or educational activities shall be denied admittance, noted in a Delinquency Report and may be subjected to disciplinary action.

#### 8.0 *Office Business*

All Corrections Officers, not on off-duty status, are required to be in complete uniform of the day whenever transacting businesses in all BuCor offices.

Off-duty personnel are expected to be in an appropriate attire pursuant to existing dress code in all Government offices. Wearing of sandals, shorts, slippers and the like are to be denied entry at the gates or entrances of the building.

#### 9.0 *Duty of Entrance or Gate Officers*

All Entrance/Gate Officers shall be authorized to issue Citation Receipts (Appendix "C") to erring personnel and shall retain a copy of same for records purposes. Both copies must be duly signed by the personnel issued with said CR. Before the end of his tour of duty, he

shall accomplish a Delinquency Report with the attached copies of CR for submission to the Uniform Inspectorate Group (UIG) for proper documentation and monitoring.

#### *10.0 Uniform Inspectorate Group*

The Uniform Inspectorate Group shall be a composite unit directly under the Office of the Superintendent and shall primarily assume the following functions:

10.1 Collation of the following documents:

- 10.1.1 Personnel Inspection Report; and
- 10.1.2 Delinquency Report.

10.2 Summary of Month-End Report on Uniform Delinquents with proper recommendation

10.3 Routine Inspection of Ranks

The UIG shall submit the monthly Report on Uniform Delinquents (Appendix "D") to the Office of the Superintendent with the appropriate recommendation for approval of the Superintendent.

Any recommendation for the filing of necessary disciplinary sanction against erring personnel shall be referred to the IAS for the conduct of disciplinary proceedings, if warranted. The table of offenses and corresponding penalties shall be discussed in the later part of this Code on Uniforms.

## **V. WEARING THE UNIFORM**

### *1.0 Rank Insignias*

The rank insignia conferred by the BuCor to any officer inherent to his appointment, promotional or otherwise, is to be worn as follows:

- a) Shoulder rank insignias (from Inspector to the Director General) are worn on jackets and outer sweaters on both epaulets so that the center of the insignia is ONE (1) INCH from the shoulder seam. Shoulder rank insignia will not be worn on shirts (supplementary attire); the same is embroidered on left front edge of the collar (see Table 3.0, Uniform Classes)
- b) Sleeve rank insignias (Corrections Officer I to Corrections Senior Officer IV) shall be sewn onto both sleeves of the upper garment of the GOA with the upper tip of the patch placed approximately ONE (1) INCH beneath the agency and unit patches. Both the Agency and Unit patches (*e.g.* BuCor and NBP logos) shall be sewn at THREE QUARTERS (3/4") OF AN INCH from the shoulder seams.

- c) Lapel rank insignias shall be placed near the center of the upper BDA garment with the upper tip at EIGHT (8) INCHES away from the topmost part of the lapel.

#### *2.0 Hats and Caps*

The uniform hat is a traditional and integral part of the Corrections Officer's uniform. The wearing of the hat conveys an image of professionalism, authority and pride in one's appearance and of the agency being represented.

The wearing of the uniform hat is mandatory for all uniformed personnel engaged in the conduct of official businesses of the agency. They shall be worn at all times except when inside the facility or vehicle.

Both the pershing and ball caps shall be placed squarely on the head and slightly tilted to the front.

#### *3.0 Gunbelt (Duty Rig Belts) and Accessories*

The gun belt must fit snugly around the waist with FOUR (4) standard belt keepers. The leather surface must always be kept neat and clean in appearance, without any scuffs or damage. In no case shall a quick-draw holster be used in lieu of the standard leather holster in the gun belt.

#### *4.0 Inner/Under Shirts*

The inner/under shirt shall be a white v-neck t-shirt. No portion of the inner/under shirt should be visible or protruding outside the collar or sleeve of the uniform's upper garment.

#### *5.0 Supplementary Attire*

When wearing the supplementary attire, especially during summer seasons, only the top most button should be left unbuttoned and in no instance shall the sleeves be rolled up in any fashion.

#### *6.0 Garrison Belt*

The authorized garrison belt shall be black in color at 1 ½" in width, duly fastened by a stainless buckle embedded with the BuCor logo.

#### *7.0 Footwear*

The GOA and GALA uniform shall always be paired with low-cut black leather shoes ("charole") in explicit and distinct design for both men and women. They shall always be maintained in presentable



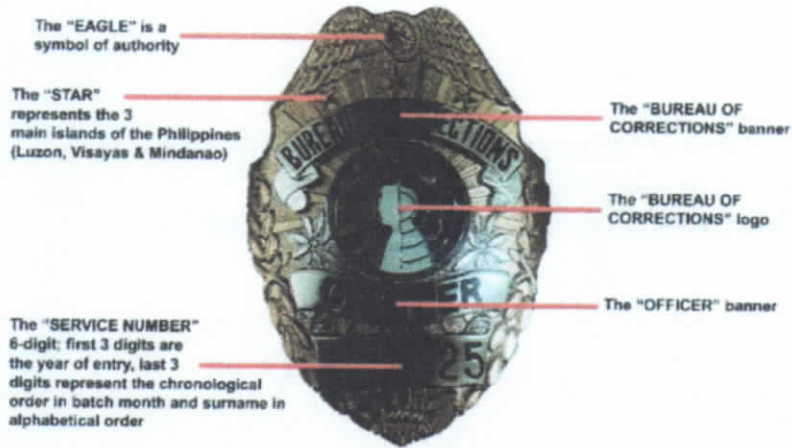
condition. Solid black socks only must be worn when in leather shoes.

The tactical boots shall be worn in pair with the official Battle Dress Attire (BDA), it shall be in coyote brown color. No other color of boots shall be worn when wearing the BDA. Solid black cotton socks only must be worn when in tactical boots.

The rubber shoes are the standard footwear to be paired with the athletic attire.

### 8.0 Badge

Only the approved BuCor badge shall be authorized for use. The badge is in a two-tone, multi-layered design. Corrections Officers shall use the Gold Plated shield with Silver banners while the Corrections Technical Officers shall use the Silver Plated shield with Gold banners. Badges are placed above the upper left breast pocket of the upper garment of the uniform.



### 9.0 Recognition Pins and Service Crests

Recognition pins and service crests recognize the extensive training or lengthy service in an area, discipline or unit within the agency.

UPPER LEFT	UPPER RIGHT
(Below the Badge) Mandatory Trainings (i.e. Supervisory Course, Senior Leadership Course)	Nameplate on breast pocket flap; Awards and decorations (above flap) Specialized Training (Bomb ID, K9, CQB, Investigation, Intelligence, other authorized trainings in-house and outside of the agency)



Authorized recognition pins and service crests are worn centered above the nameplate and spaced ½" apart

#### *10.0 Eyewear*

Eyeglasses or sunglasses must be conservative in color and size and must not detract the professional appearance of the uniform. One must refrain from wearing an eyewear with trendy or loud colors.

Eyewear restraints are only allowed when required for safety purposes. The eyewear itself shall not be attached to chains, bands or ribbons.

Contact lenses that have designs and/or change the natural color of the iris are not permitted.

#### *11.0 Pens*

Pens placed in the uniform shirt pocket must be of standard size and black in color.

## **VI. GROOMING AND APPEARANCE STANDARDS**

### **UNIFORMED OFFICERS**

#### *1.0 Haircut*

- a. Hair shall be neatly groomed. The length or bulk of the hair will not be excessive or present a rugged, unkept or extreme appearance. In all cases, the bulk or length of hair shall not interfere with the normal wearing of the headgear.
- b. Male officers must wear their hair neatly trimmed and tapered to the sides and back of the neck. In no instance shall the hair be allowed to grow to touch the tip of the earlobes or back collar of the upper garment.
- c. Female officers shall style their hair in such a manner as to prevent it from extending or hanging beyond the bottom edge of the shirt collar while on duty. The style shall not interfere with the normal wearing of the headgear.
- d. Dyeing of hair apart from its natural color may be allowed for female officers only but not with extreme or unnatural colors. Male officers may also dye their hair to restore its natural blackness.

## *2.0 Sideburns*

Sideburns must be neatly trimmed, not extending below the midpoint of the ears.

## *3.0 Facial Hair and Toupes (wigs)*

No mustache or beard shall be permitted. Toupes, wigs or hairpieces may be worn as long as they conform to existing haircut policies.

## *4.0 Fingernails*

Fingernails must be kept clean and trimmed. They shall not exceed 1/8" beyond the fingertip. Only clear nail polish may be used.

## *5.0 Jewelry*

The wearing of visible jewelry shall be limited to a wristwatch, medical alert bracelet and one (1) acceptable ring on each hand. Examples of acceptable rings are: Wedding rings, law enforcement association rings and school rings. The ring's appearance should not detract from the professional appearance of the uniform. Necklaces, chains and any visible body piercings are prohibited if they are exposed (tongue piercings included) or interfere with the officer's performance of duty.

## *6.0 Exceptions*

Personnel assigned to Recovery Operations, Investigative duties and other specialized enforcement activities, which will require an inconspicuous appearance may be exempted from the above-mentioned provisions; Provided that, the same shall be upon the approval of the Superintendent or the Director General.

# **SPECIALIZED UNITS**

## *1.0 SPECIAL WEAPONS AND TACTICS (SWAT) UNIT*

SWAT elements are required to be agile and could gear up at any given time thereby a comfortable and more responsive uniform with less obstruction is required due to numerous equipment and protective gears needed for accomplishment of the mission such as high-risk transports, hostage-taking response, high-risk arrests and other missions that require specialized equipment and training.

In general, SWAT elements shall wear the standard tactical Battle Dress Attire with the following specifications:

Headgear

While on Regular Duty	Ball cap with SWAT markings
During response	Kevlar helmet or ball cap
During flag raising, courtesy calls and conferences	SWAT Beret

Upper and Lower Garment

Black BDA	Tactical design, with option to wear combat shirt when wearing bullet-proof vests
Black Collared T-Shirt with SWAT markings and name/rank	Summer wear
Black shirt, dry-fit	To be worn as inner shirt
Equipment	<ul style="list-style-type: none"> <li>-Bullet-proof or load-bearing vests</li> <li>-Pistol with low-carry holster</li> <li>-Tactical knife</li> <li>-Gas mask</li> <li>-Tear Gas/Stun Grenade</li> <li>-Flex cuffs</li> <li>-Cut-resistant gloves</li> <li>-Wire Cutters</li> <li>-Flashlight</li> </ul>

Footwear

Tactical Boots & socks	Black in color
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2.0 K-9 Unit

The K-9 Unit is also a specialized unit that employs sniffing dogs for detection of illegal drugs, explosive devices and other contrabands, therefore wearing of a specialized uniform is also paramount to ensure convenience and ease of movement.

Headgear

While on Regular Duty and during flag raising, courtesy calls and conferences	Ball cap with K-9 markings
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Upper and Lower Garment

Upper garment	Black Collared T-Shirt with K-9 markings and name/rank
Lower garment	Black Tactical or Regular GOA pants
Equipment	-Pistol with belt-holster

	-Flex cuffs -Cut-resistant gloves -Wire Cutters -Flashlight
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Footwear

Tactical Boots	Black in color
Dress Shoes	Black charole
Socks	Solid Black

**VII. PROHIBITIONS, SANCTIONS AND SCHEDULE OF PENALTIES**

*1.0 PROHIBITION*

The Corrections Officer's uniform must be treated with respect, dignity and utmost care. It does not merely represent the colors of the agency but moreso a sector or pillar of the criminal justice system. It shall only be worn in the performance of official duties and in reporting to and from one's work. In no instance shall the uniform as a whole or any part of it (where BuCor name is clearly visible) be worn when not in duty.

*2.0 SANCTIONS*

Since the wearing of our official uniform is deemed part of our official duties, hence, any failure, deviation, misrepresentation from the part a Corrections Officer to abide by the policies enumerated herein shall be tantamount to violation of SIMPLE NEGLECT OF DUTY as punishable under our existing Civil Service Rules and Regulations.

Any officer recommended for disciplinary action relative to the policies herein setforth shall be subjected to summary proceedings to be undertaken by the Internal Affairs Service.

*3.0 SCHEDULE OF PENALTIES*

Name of Offense	Sanction Imposable
Unauthorized or Incomplete Uniform  (e.g. uniform and paraphernalia not sourced out from the authorized supplier or distributor)	1st Offense: Oral Admonition 2nd: Written Memo 3rd: Recommendation for SNOD to IAS



Untidy uniform and/or paraphernalia  (e.g. unpolished shoes, buckles, badges, etc.)	1st Offense: Oral Admonition 2nd: Written Memo 3rd: Recommendation for SNOD to IAS
Improper wearing or Untidy appearance and grooming  (e.g. lousy appearance such as unbuttoned upper garment/untucked, showing of undershirt, unkept and long hair, growing of moustche and/or beard, etc.)	1st Offense: Oral Admonition 2nd: Written Memo 3rd: Recommendation for SNOD to IAS
Accumulation of more than TEN (10) Citation Receipts per Quarter of Fiscal Year	Automatic recommendation for SNOD to IAS

Per Civil Service Laws, Simple Neglect of Duty is punishable with Suspension from work for One (1) month and One (1) day to a maximum of One (1) Year (or salary fine not to exceed 6 months) at first offense and Dismissal from the service at second offense.

Supervisors/Gate Officers acting in collusion with erring personnel shall be held liable for Simple Dishonesty and/or Misconduct and may be penalized with prevailing schedule of penalties under our Civil Service Laws.

## **VIII. FINAL PROVISIONS**

### *1.0 Repealing Clause*

Any or all rules or parts thereof which are deemed inconsistent with the provisions of this Code on Uniforms are hereby repealed or modified accordingly.

### *2.0 Separability Clause*

If one or more provisions of this Code on Uniforms are held invalid, the validity and enforceability of the other provisions shall not be affected thereby.

### *3.0 Effectivity*

This Code on Uniforms shall become effective upon its signing and shall have a period of compliance within SIX (6) MONTHS therefrom.

Done this 22<sup>nd</sup> day of APRIL 2016 in the City of Muntinlupa.

**P/SUPT. II RICHARD W. SCHWARZKOPF, JR.**  
*Chairperson, BUCOR UNIFORM BOARD*

**SOI ROBERT VENERACION**  
*Vice-Chairperson*

**SOI LUCIO GUEVARRA**  
*Member*

**PG3 ROGER O. BONCALES**  
*Member*

**PG3 RUBEN FORMOSO**  
*Member*

**PG3 ABEL D.R. CIRUELA**  
*Member*

**PG3 MELENCIO FAUSTINO**  
*Secretariat*

**PG3 MARLON E. MANGUBAT**  
*Secretariat*

**APPROVED:**

**RICARDO RAINIER G. CRUZ III**  
*Director General*  
*Bureau of Corrections*

**IX. APPENDICES**

**APPENDIX A  
Personnel Inspection Report**

Personnel Inspection Report

\_\_\_\_\_  
(Office/Section/Unit)

\_\_\_\_\_  
(Time and Date)

On the time and date as specified above, I have duly inspected the following personnel assigned under my command and found the following:

Personnel	Headgear	Attire	Shoes	Equipment	Paraphenalia	Remarks	Conforme
CInsp AAA	O	O	O	O	O		
CSO3 BBB	O	O	O	O	O		
CSO1 CCC	O	O	X	O	O	Unauthorized	<i>Chris Cruz</i>
CO3 DDD	O	O	O	O	O		
CO2 EEE	O	O	O	O	O		
CO2 FFF	X	O	O	O	O	No Headgear	<i>Froy Froy</i>
CO1 GGG	O	O	O	O	O		
CO1 HHH	O	O	O	X	O	No Duty Belt	<i>Kano Kik</i>
CO1 III	O	O	O	O	O		
CO1 JJJ	O	O	O	O	O		

Certified Correct: \_\_\_\_\_  
Supervisor's Signature over Printed Name

Respectfully submitting the same to the Uniform Inspectorate Group for proper disposition.

\_\_\_\_\_  
Receiving Officer, UIG



**APPENDIX B  
Delinquency Report**

Delinquency Report

\_\_\_\_\_  
(SHIFT, GATE, CAMP)

\_\_\_\_\_  
(Date)

This is to report that the following officer/personnel attempted to gain access through this station and was found to be deficient in the following manner, to wit:

Personnel	Official Business	Findings	CR Control Number
CO3 DDD	Post Tower, Alpha Co.	Unauthorized uniform: No upper GOA	2016-00234
CO1 JJJ	Keeper, Alpha Co.	Incomplete uniform: No badge and name plate	2016-00235

The Officer/Personnel was/were issued Citation Receipt/s, and was duly acknowledged by him/her in hereto attached copy of the CR and was granted provisional access.

Respectfully submitting the same to the Uniform Inspectorate Group for proper disposition.

\_\_\_\_\_  
Gate Officer's Signature over Printed Name

\_\_\_\_\_  
Receiving Officer, UIG

**APPENDIX C  
Citation Receipt**

CITATION RECEIPT

\_\_\_\_\_  
(GATE, COMPANY SHIFT, CAMP)

Control Number: 2016-00001

\_\_\_\_\_  
(Date)

This Citation is issued to \_\_\_\_\_, of  
(Office/Unit assignment) for the following  
infraction/s to wit:

1. Unauthorized upper GOA garment
2. xxxxxx nothing follows xxxxxxxxxxxx
- 3.
- 4.
- 5.

\_\_\_\_\_  
Gate Officer's Signature over Printed Name

Received By:

\_\_\_\_\_  
Officer Signature over Printed Name

**APPENDIX D**  
**Monthly Report on Uniform Delinquents**

Monthly Delinquency Report  
 UNIFORM INSPECTORATE GROUP

\_\_\_\_\_  
 (Date)

TO: THE SUPERINTENDENT  
 New Bilibid Prison

RE: Delinquents for the Month of February 2016

Respectfully submitting the names of the following personnel found with uniform deficiency/ies. Recommendation as integrated therein:

Personnel	Date/s of Inspection	Action Taken/Recommendation
CO3 DDD	Feb 4, 2016	Oral Admonition
CO1 JJJ	Feb. 2, 4, 2016	Issuance of Memo
CO1 XXX	Feb. 5, 16, 22, 2016	Recommend filing of violation ch with IAS
*****	*****NOTHING*****	*****FOLLOWS*****

Attached herewith are the Delinquency Report, Citation Receipts and other pertinent documents.

\_\_\_\_\_  
 Prepared By: UIG Officer

Recommending Approval:

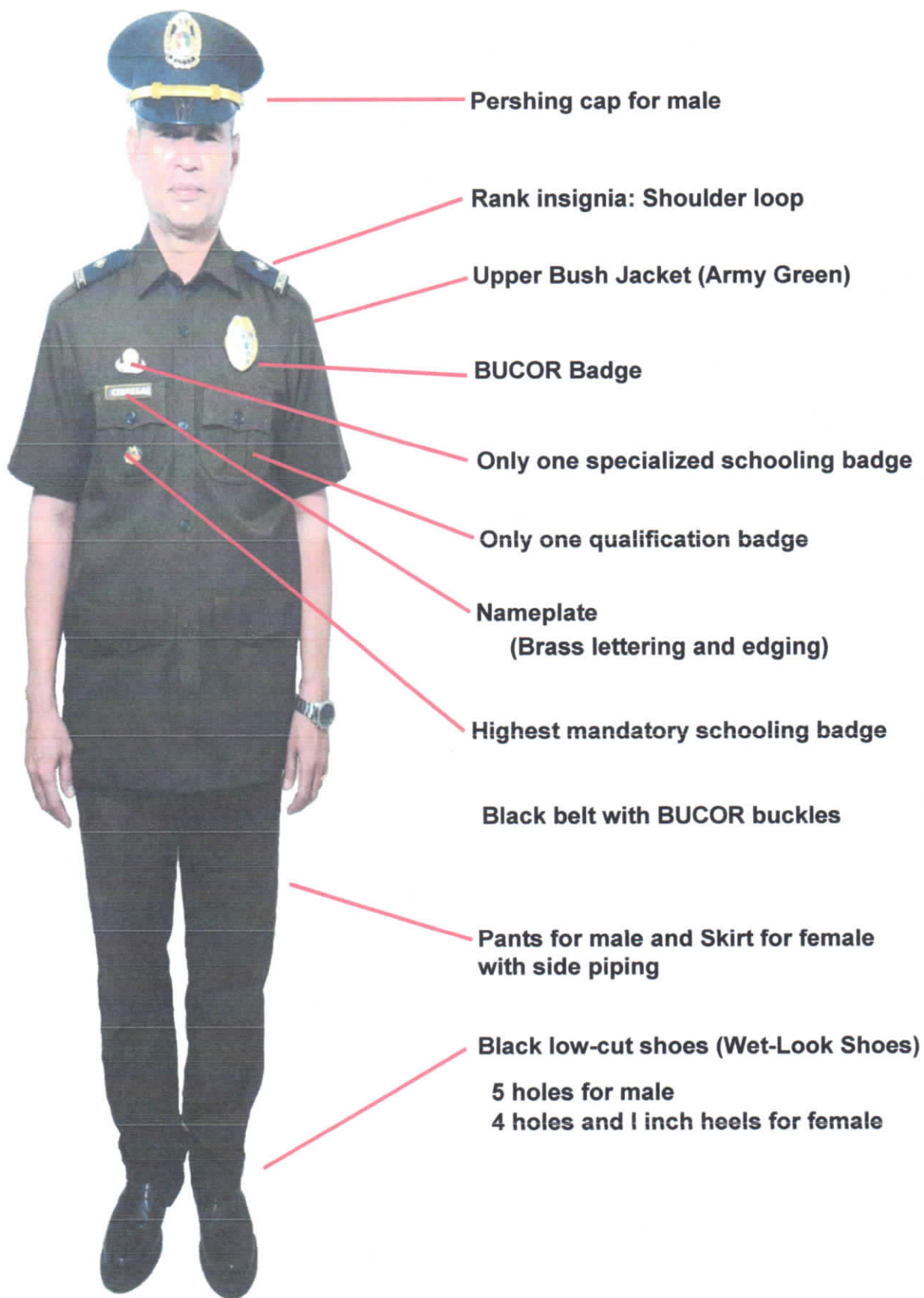
\_\_\_\_\_  
 Head, UIG





Official Uniform per Resolution No.001-2016 of the Code on Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL BUSH JACKET UNIFORM



Pershing cap for male

Rank insignia: Shoulder loop

Upper Bush Jacket (Army Green)

BUCOR Badge

Only one specialized schooling badge

Only one qualification badge

Nameplate  
(Brass lettering and edging)

Highest mandatory schooling badge

Black belt with BUCOR buckles

Pants for male and Skirt for female  
with side piping

Black low-cut shoes (Wet-Look Shoes)

5 holes for male

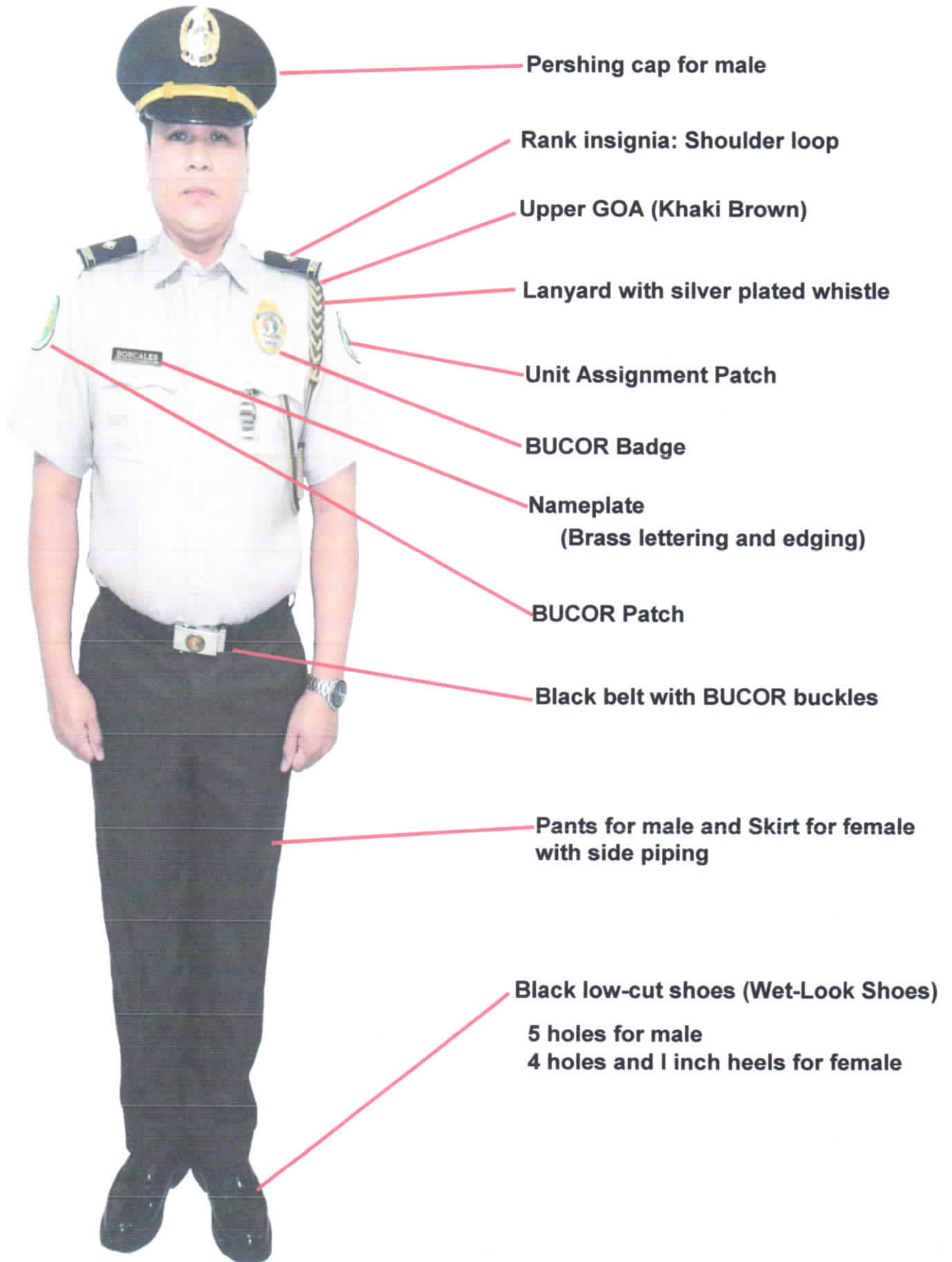
4 holes and 1 inch heels for female

**GOA A**



Official Uniform per Resolution No.001-2016 of the Code on Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL GOA UNIFORM



Pershing cap for male

Rank insignia: Shoulder loop

Upper GOA (Khaki Brown)

Lanyard with silver plated whistle

Unit Assignment Patch

BUCOR Badge

Nameplate  
(Brass lettering and edging)

BUCOR Patch

Black belt with BUCOR buckles

Pants for male and Skirt for female  
with side piping

Black low-cut shoes (Wet-Look Shoes)

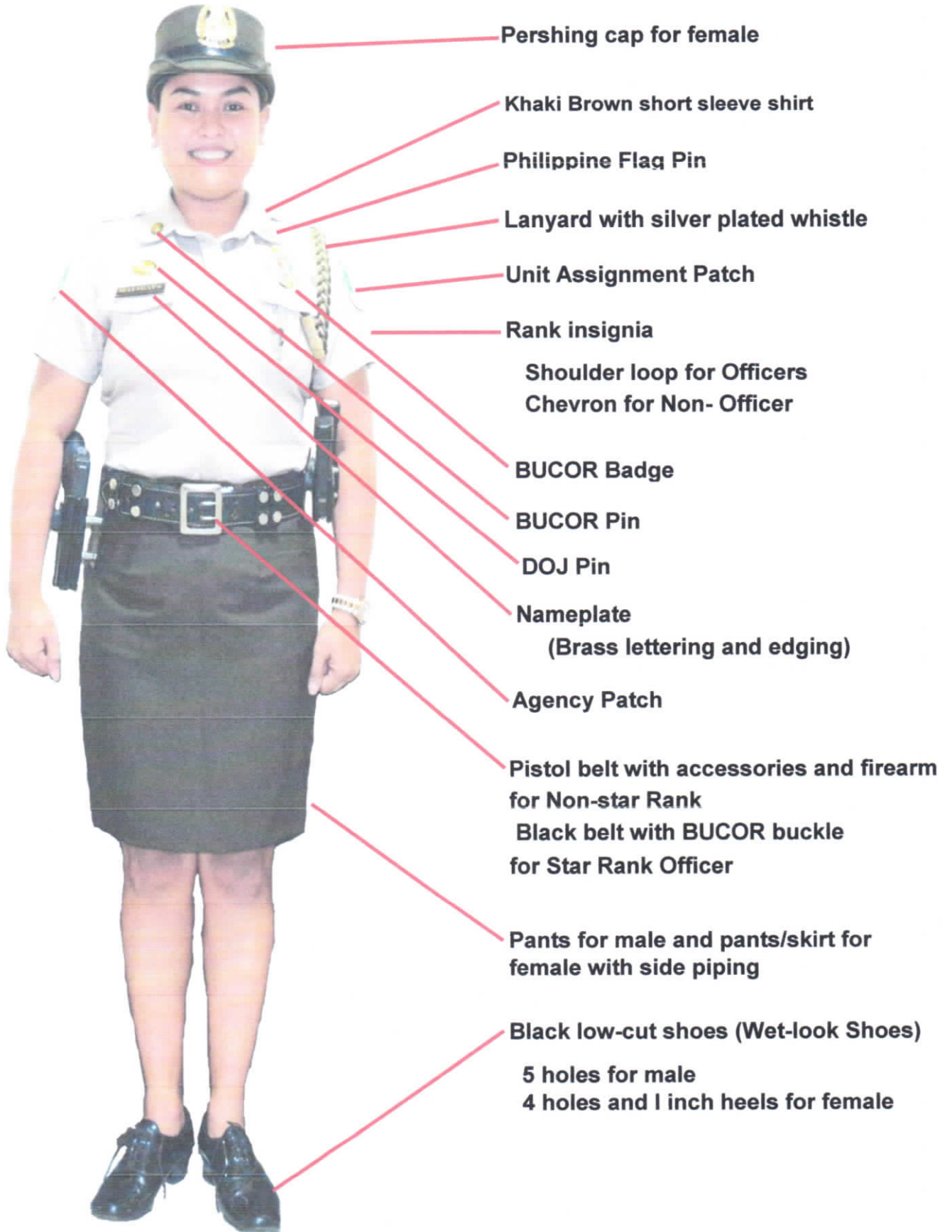
5 holes for male  
4 holes and 1 inch heels for female

**GOA B**



Official Uniform per Resolution No.001-2016 of the Code on Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL FEMALE GOA UNIFORM



Pershing cap for female

Khaki Brown short sleeve shirt

Philippine Flag Pin

Lanyard with silver plated whistle

Unit Assignment Patch

Rank insignia

Shoulder loop for Officers  
Chevron for Non- Officer

BUCOR Badge

BUCOR Pin

DOJ Pin

Nameplate  
(Brass lettering and edging)

Agency Patch

Pistol belt with accessories and firearm  
for Non-star Rank  
Black belt with BUCOR buckle  
for Star Rank Officer

Pants for male and pants/skirt for  
female with side piping

Black low-cut shoes (Wet-look Shoes)  
5 holes for male  
4 holes and 1 inch heels for female

**GOA B**

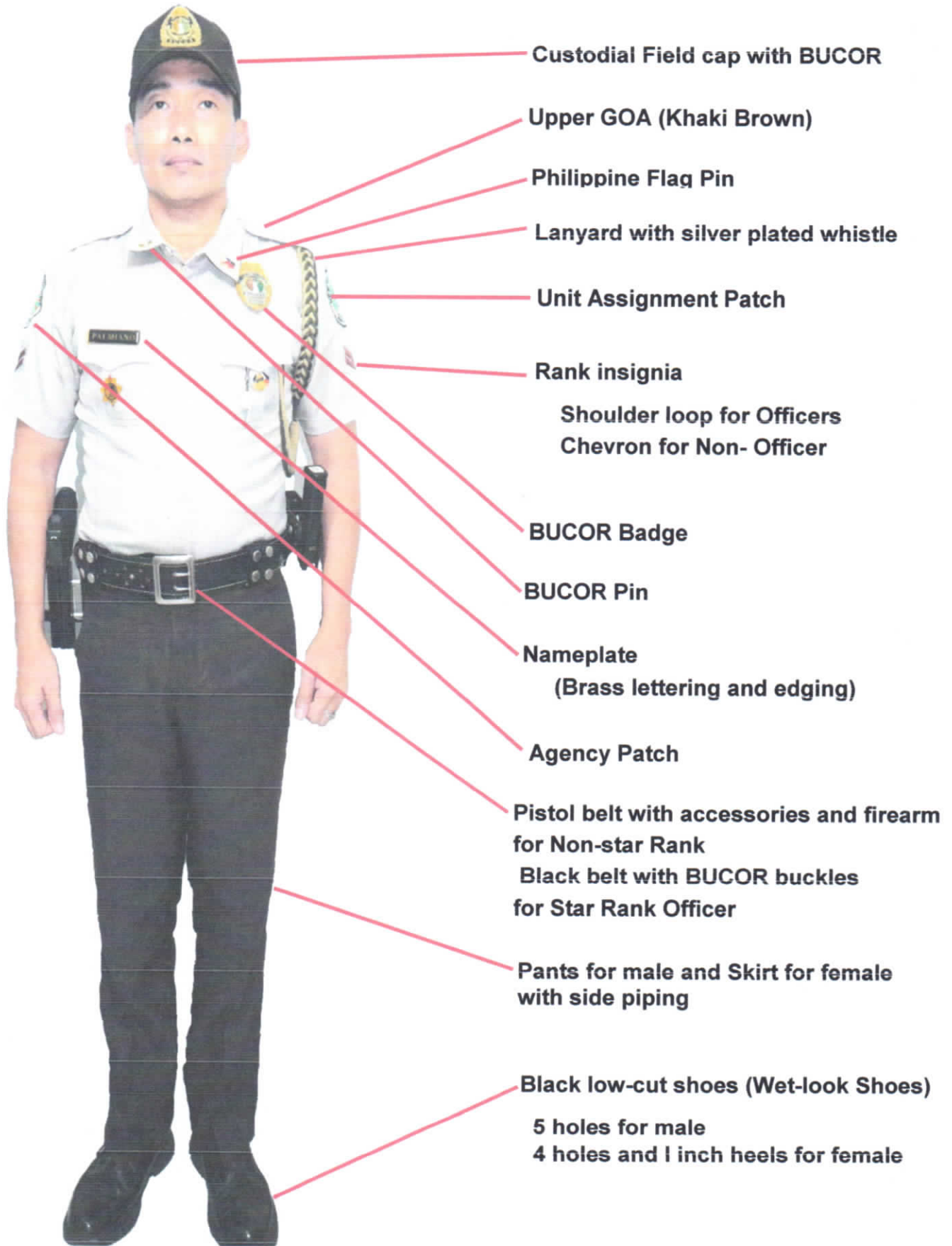




Official Uniform per Resolution No.001-2016 of the Code of Uniform of BUCOR

Approved by: Director General dated April 22, 2016

## OFFICIAL GOA UNIFORM



Custodial Field cap with BUCOR

Upper GOA (Khaki Brown)

Philippine Flag Pin

Lanyard with silver plated whistle

Unit Assignment Patch

Rank insignia

Shoulder loop for Officers  
Chevron for Non- Officer

BUCOR Badge

BUCOR Pin

Nameplate  
(Brass lettering and edging)

Agency Patch

Pistol belt with accessories and firearm  
for Non-star Rank  
Black belt with BUCOR buckles  
for Star Rank Officer

Pants for male and Skirt for female  
with side piping

Black low-cut shoes (Wet-look Shoes)

5 holes for male

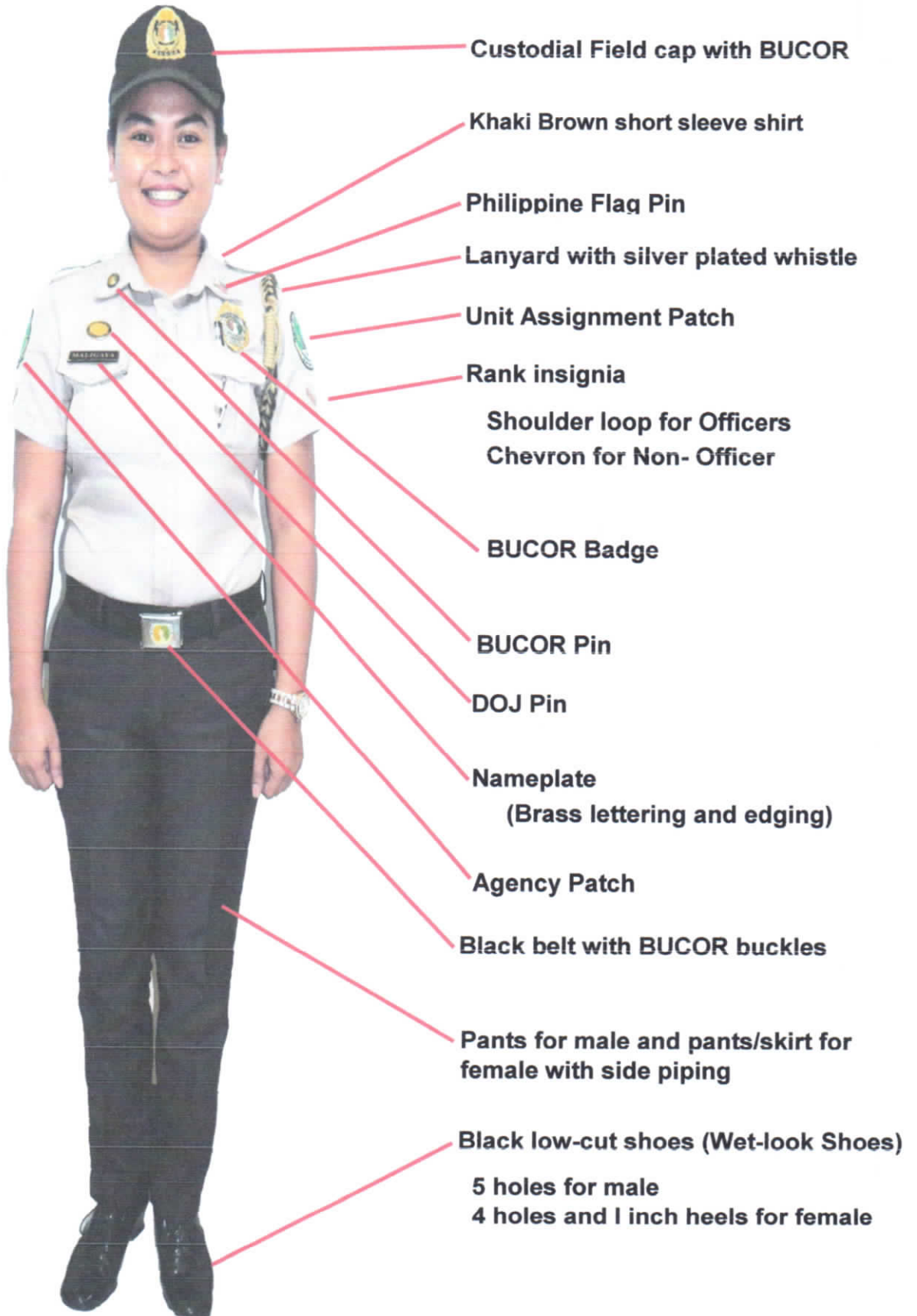
4 holes and 1 inch heels for female

**GOA C**



Official Uniform per Resolution No.001-2016 of the Code of Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL FEMALE GOA UNIFORM

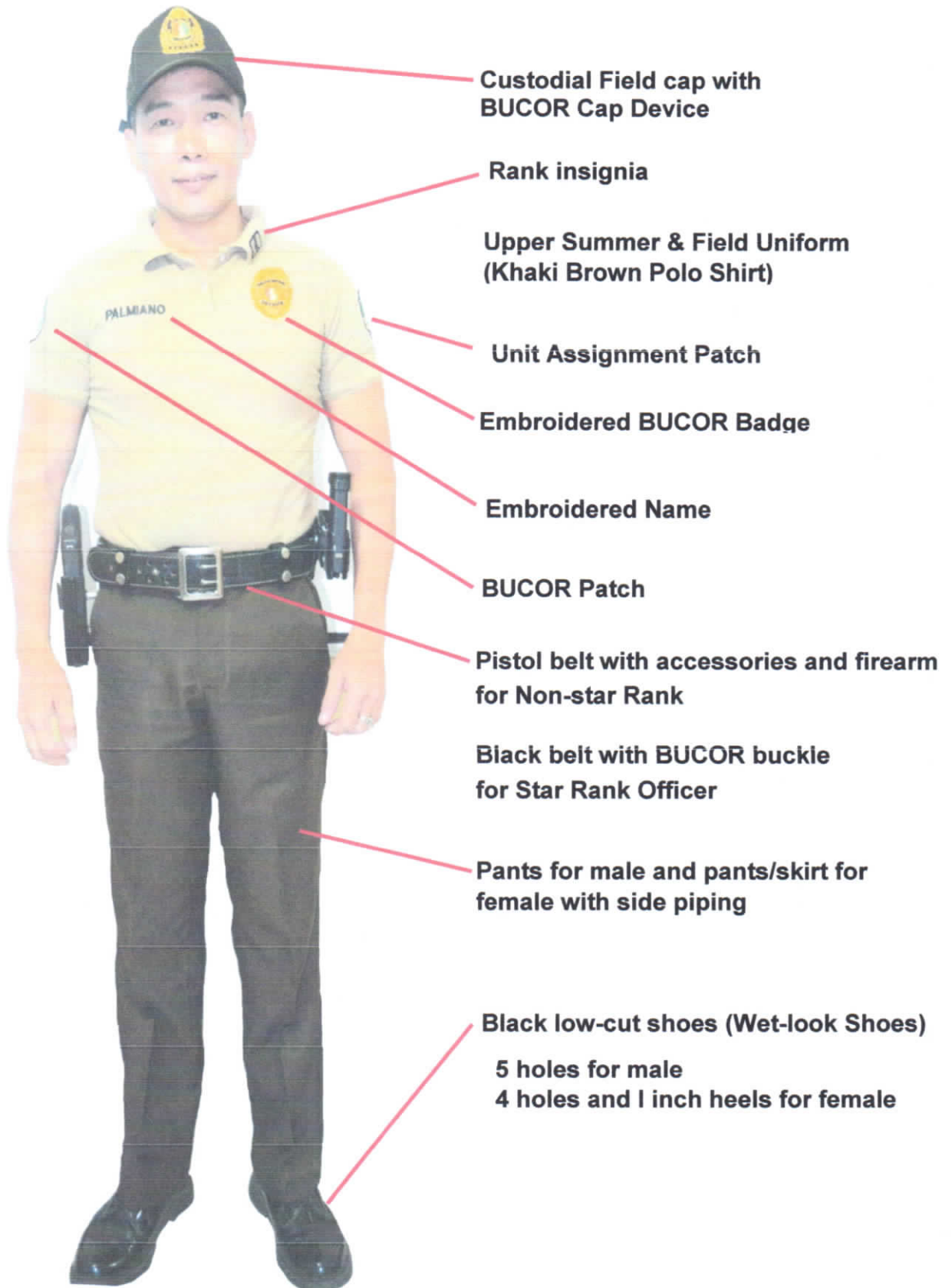


**GOA C**



Official Uniform per Resolution No.001-2016 of the Code of Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL SUMMER & FIELD UNIFORM



Custodial Field cap with  
BUCOR Cap Device

Rank insignia

Upper Summer & Field Uniform  
(Khaki Brown Polo Shirt)

Unit Assignment Patch

Embroidered BUCOR Badge

Embroidered Name

BUCOR Patch

Pistol belt with accessories and firearm  
for Non-star Rank

Black belt with BUCOR buckle  
for Star Rank Officer

Pants for male and pants/skirt for  
female with side piping

Black low-cut shoes (Wet-look Shoes)

5 holes for male

4 holes and 1 inch heels for female

**PATROL ATTIRE**





Official Uniform per Resolution No.001-2016 of the Code on Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL ATHLETIC UNIFORM FOR MALE & FEMALE



### Upper Garment:

Round neck design with  
"BUCOR" markings for  
male and female

### Lower Garment:

Short/Jogging pants for  
male and female

### Shoes:

Athletic rubber shoes  
with white socks

**ATHLETIC ATTIRE**



Official Uniform Resolution No.001-2016 of the Code of Uniform of BUCOR  
Approved by: Director General dated April 22, 2016

## OFFICIAL BDA UNIFORM FOR MALE & FEMALE



**BATTLE DRESS ATTIRE**