

## PERSONNEL CIRCULAR

FROM : Edna Sue Leung-Yao – Administrator  
SUBJECT : UNIFORM REPLACEMENT  
DATE : February 20, 2015

Personnel are advised not to discard the existing uniforms of School Year 2014 – 2015 until the new sets of uniforms for School year 2015 – 2016 have arrived.

Uniform measurement schedule:

March 12, 2015 (Thursday) at 9:00 AM – 12:00 NN for E. Rodriguez Campus  
March 13, 2015 (Friday) at 9:00 AM – 12:00 NN for D. Hemady Campus

Female – Administration Office, DH Campus and ER Campus  
Male – CFD Center, DH Campus and ER Campus

The two designs with the highest vote will be the official designs for SY 2015 – 2016.

Personnel are reminded to decide how many personal orders are needed at the time of measurement. No personal orders shall be entertained afterwards.

Official design (e.g., length of sleeve, blouse / shirt, skirt and pants, cut of the blouse / shirt / skirt / pants, loose fit for male shirt) shall be followed strictly. Alteration of the official design (e.g., tightening slacks to skinny pants, shortening pants to above ankles, lengthening blouse / shirts) will lead to discipline measure.