



DEPED DIVISION OF CATANDUANES
REGION V SECTION

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Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

01 October 2022

DIVISION MEMORANDUM
No. 471 s. 2022

WEARING OF THE PRESCRIBED DEPED UNIFORM AND OFFICE ATTIRE

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This has reference to Memorandum DM-OUHROD-2022-0042 dated September 12, 2022 on the reiteration of the wearing of the prescribed DepED Uniform and Office Attire.
2. This Office strictly advise all personnel to wear the **four (4) sets of DepEd national uniform designs for teaching personnel and two (2) new national uniform designs for non-teaching personnel** per DepED Memorandum No. 016, s. 2021. **Wearing of DepED ID shall be required when entering DepEd Office/School premises and shall be considered wearing of the complete uniform.** Regional and school division uniforms will not be allowed for consistency and uniformity across all offices.
3. Modification or adjustments on the prescribed uniforms (e.g. long sleeves instead of short sleeves, **knee-length skirts** instead of pants for the female employees) to conform with religious, social, and cultural requirements or any legitimate practice related thereto shall be allowed.
4. Appropriate office clothes may be worn on uniform-free Fridays. Wearing of denim/“maong” pants may be considered appropriate attire when paired with a collared/polo shirt (for male employees) and any appropriate blouse or shirt (for female employees).
5. The following personnel are exempted from wearing the prescribe uniforms:
 - a. Official s who occupy third-level positions in the Career Executive Service (CES);
 - b. Medical and Dental staff who shall wear their professions’ uniforms;
 - c. Janitors, utility and maintenance personnel who shall wear appropriate working attire;
 - d. Legal officers, i.e. lawyers/attorneys, whose nature of work requires a different dress code;
 - e. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
 - f. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
 - g. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.



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6. Per CSC MC No. 19, s. 2000, the following attire shall be prohibited for all government employees when performing official functions inside the workplace;
- Gauzy, transparent, or net-like shirt of blouse;
 - Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank tops, blouse with over-plunging necklines;
 - Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
 - Rubber sandals, rubber slippers, “bakya”
7. Contract of Service personnel, especially those who perform desk jobs, are encouraged to wear the prescribed uniform. However, they may opt to wear business attire or smart casual attire from Mondays to Fridays, in the absence of the prescribed uniform. The following may be worn:
- Dresses
 - Dress pants/slacks
 - **Knee length skirts**
 - Blouses
 - Polos
8. Pursuant to CSC MC No. 19, s. 2000, any violation of the provisions of the dress code shall be considered as a ground for disciplinary action for violation of Reasonable Office Rules and Regulations, under Section 22 (c), light offenses, Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No, 292).
9. The Personnel Unit shall take charge in the monitoring of wearing of the prescribed office attire and wearing of DepED ID, while for Schools, the School Heads shall monitor the compliance. The division chiefs and/or heads of offices are also expected to closely monitor the compliance of their respective employees on a daily basis.
10. For information, guidance, and strict compliance.

SUSAN S. COLLANO

Schools Division Superintendent

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Encls:

As stated

References: Memorandum DM-OUHROD-2022-0042, DepEd Memorandum No. 016
s. 2021, CSC MC No. 19, s. 2000

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

POLICY UNIFORM
RULES AND REGULATIONS



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