



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 20 2025

**DIVISION MEMORANDUM**

No. 349, s. 2025

**REITERATION ON THE WEARING OF THE PRESCRIBED  
DEPED UNIFORM AND OFFICE ATTIRE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
SDO Section Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the provision cited in Item No. 2 of DepEd Memorandum No. 028, s. 2025, which states:

*"To provide ample time for DepEd officials and employees (collectively referred to as DepEd personnel) to prepare and purchase new sets of prescribed uniforms, SY 2025–2026 shall be considered a transition period. During the transition period, DepEd personnel can still wear their old uniforms. Starting SY 2026–2027, all DepEd personnel shall wear the prescribed new sets of uniforms."*

This Office reiterates the salient provisions of **DepEd Memorandum No. 016, s. 2021**, dated March 31, 2021, which emphasize the following:

- a. Paragraph 12 "The schedule of wearing uniforms listed below should be followed".

For Teaching Personnel

Designs A for Male and Female - Monday  
Designs B for Male and Female - Tuesday  
Designs C for Male and Female - Wednesday  
Designs D for Male and Female - Thursday

For Non-Teaching Personnel

Designs E for Male and Female - Monday and Wednesday  
Designs F for Male and Female - Tuesday and Thursday

- b. The following are exempted from wearing the prescribed uniform as provided in paragraph 9.

1. School officials who occupy third-level positions in the Career Executive



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Service (CES)

2. Medical and Dental staff who shall wear their profession's uniform;
3. Janitors, utility and maintenance personnel who shall wear appropriate working attire;
4. Legal officers, i.e. lawyers/attorneys, whose nature of work requires a different dress code;
5. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
6. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
7. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.

2. Moreover, Memorandum Circular No. 19, s. 2000 of the Civil Service Commission dated October 30, 2000 re: Revised Dress Code prescribed for all Government Officials and Employees in the Workplace provides for the following:

- a. Appropriate Attire - On those days when there is no prescribed office uniform for the day, employees shall be dressed in appropriate business attire.

The wearing of "maong" pants, although generally prohibited may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees)."

- b. Prohibited Attire - The following attire shall be prohibited for all government employees when performing official functions inside the workplace:

1. Gauzy, transparent or netlike shirt or blouse;
2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tanktops, blouse with over-plunging necklines;
3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
4. Rubber sandals, rubber slippers, "bakya".

- c. Other Prohibitions - The following shall also be prohibited during office hours and within office premises:

1. Ostentatious display of jewelry, except for special occasions and during official celebrations.
2. Wearing of heavy or theatrical make-up.

3. All DepEd personnel are required to wear their prescribed identification (ID) cards at all times while on official duty or when representing the Department in official functions or activities outside the school and offices as prescribed under RA 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

4. All **Division Chiefs and Section Heads** are expected to closely monitor the daily compliance of their respective personnel. Similarly, School Heads shall ensure that all teaching and non-teaching staff in their respective schools adhere to the uniform policy.






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In addition, School Heads are directed to **upload a group photo** of their respective teachers and personnel wearing the proper uniform every Monday to the link provided below.

[https://bit.ly/SDOSchools\\_PICS](https://bit.ly/SDOSchools_PICS)

5. Widest dissemination of this memorandum is desired.

  
**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

