



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

Office of the Schools Division Superintendent

10 January 2024

MEMORANDUM

No. 26, s. 2024

**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. This is to reiterate the following salient provisions of DepEd Memorandum No. 16, s. 2021 dated March 31, 2021 which state:

a. Paragraph 12 ***“The schedule of wearing the new set of 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 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



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Department of Education
Division of Dapitan City

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- 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)."

The Polo Shirt (MATATAG) may be worn on Fridays.
 - 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. Wearing of DepEd ID shall be required when entering DepEd Office/School premises. **Thus, wearing of the prescribed office attire and DepEd ID shall be considered wearing of the complete uniform.**
 4. The Personnel Section shall take charge of the oversight in the monitoring of the wearing of the prescribed office uniform and wearing of DepEd ID in the Schools Division Office. The division chiefs/ or heads of offices are also expected to closely monitor the compliance of their respective employees on a daily basis while school heads shall monitor the compliance for the schools.
 5. Widest dissemination of this memorandum is desired.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

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