



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

Office of the Schools Division Superintendent

August 27, 2025

**DIVISION MEMORANDUM**

OSDS-2025-561

**WEARING OF THE PRESCRIBED OFFICE ATTIRE AND THE UNIFORM OF THE DAY**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 16, s. 2024, dated November 29, 2024, otherwise known as the *Revised Dress Code for Government Officials and Employees*, and in line with DepEd Memorandum DM-OUHROD-2025-0052, all Teaching and Non-Teaching are hereby directed to strictly observe the prescribed office attire and uniform during official working days, **effective September 1, 2025**.

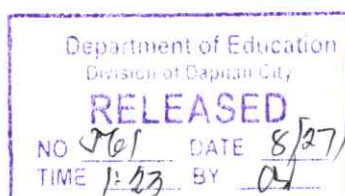
2. To ensure clarity and uniformity, the Civil Service Commission has prescribed the following official attire/uniform of the day.

Working Days		Official Attire
Monday	First	ASEAN-Inspired
	2 <sup>nd</sup> to 4 <sup>th</sup> Monday	Filipiniana-Inspired
Tuesday to Friday		Agency-prescribed office uniform for the day
Weekend		
Days without agency-prescribed office uniform		Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4) of CSC MC No. 16, s. 2024.

3. Reasonable accommodation shall be given to employees with health conditions or special needs.

4. SDO Section Heads and School Heads are directed to monitor strict compliance with these guidelines. Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

5. For information, guidance, and strict compliance.



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