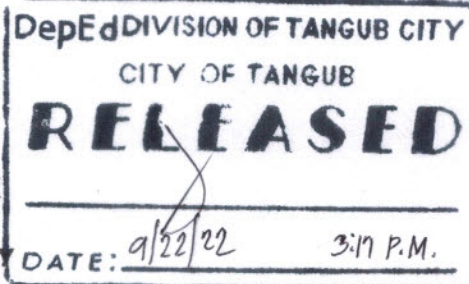




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

September 22, 2022

**DIVISION MEMORANDUM**

No. 275, s. 2022

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

**To:** Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisor  
Public Schools District In- Charge  
Elementary and Secondary School Heads  
Section/ Unit Heads  
All Others Concerned  
This Division

1. This has reference to the Memorandum DM-OUHROD-2022-0042 dated September 12, 2022, from the Office of the Undersecretary, Department of Education re: **WEARING OF THE PRESCRIBED DEPED UNIFORM AND OFFICE ATTIRE.**

2. The Department of Education (DepEd) previously issued DepEd Memorandum No. 016, s.2021 dated March 31, 2021, entitled: "*Guidelines on the New Deped National Uniform for Teaching and Non-Teaching Personnel*". In view of this, this Office would like to reiterate the following specific clauses of the said DepEd memorandum for the adoption of the **four (4) new sets of DepEd national uniform design for teaching personnel and two (2) new national uniform designs for non-teaching personnel.**

3. Considering the current situation brought about by the COVID-19 pandemic and continuing implementation of the blended learning delivery in the Department, SY 2021-2022 was considered a "transition period" to give **ample** time for employees to prepare and purchase the new sets of prescribed uniforms.

4. To facilitate the transition period, employees have been allowed to wear their old uniforms. **But starting SY 2022-2023 (The official Opening of Classes is on August 22, 2022),** all teaching and non-teaching personnel shall wear the prescribed new sets of uniforms. ✓



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5. The following personnel is exempted from wearing the prescribed uniforms:
- Officials who occupy third-level positions in the Career Executive Service (CES);
  - Medical and Dental staff who shall wear their professional uniforms;
  - Janitors, utility and maintenance personnel who shall wear appropriate working attire;
  - Legal officers, lawyers/attorneys, whose nature of work requires a different dress code;
  - Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
  - Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
  - Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.
6. According to item 12.d of the DepEd Memorandum No.16, s.2021, appropriate office clothes may be worn on **uniform-free Fridays**. This is consistent with CSC Memorandum Circular (MC)No.19, s.2000(revised Dress Code Prescribed for All Government Officials and Employees in the Workplace), which states that during Fridays or on those days when there is no prescribed office uniform for the day, employees shall wear appropriate office business attire. Wearing of denim/ "maong" Pants may be considered appropriate office attire when paired with a collared polo/shirt (for male employees) and any appropriate blouse or shirt (for female employees).
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
  - Polo Shirt
  - Collared shirts
  - Modest and decent shoes
8. Per CSC MC No.19, s.2000, the **following attire shall be prohibited** for all government employees when performing official functions inside the workplace.
- Maong pants for Men and Women
  - Gauzy, transparent, or net-like shirt or blouse;
  - Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank- tops, blouse with over-plunging necklines;




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- Micro-mini skirt, walking shorts, eyeing shorts, leggings, tights, jogging pants; and
  - Rubber sandals, rubber slippers
9. Additionally, pursuant to CSC M No. 19, s.2000, any violation of the provisions of this dress code shall be considered as a ground for disciplinary action for violation of Reasonable Office Rules and Regulations, under Section 22 (c), light offense, Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).
10. Furthermore, wearing of DepEd ID shall be required when entering DepEd Office/ School premises. Thus, wearing the prescribed office attire and DepEd ID shall be considered wearing the complete uniform.
11. Lastly, the Admin units shall hold oversight in the monitoring of the wearing of the prescribed office attire of all division office personnel, while for the Schools, the School Heads/ Principal shall closely monitor the compliance of their respective employees daily.
12. This memorandum shall take effect immediately.
13. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



NRL/ drd 09-21-22  
Incl: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

POLICY      GUIDELINES      UNIFORM      DEPED      EMPLOYEES

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