



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., Cty of Malaybalay  
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07-16-0010  
R-0013

July 18, 2013

**DIVISION MEMORANDUM**  
 No. 179 s. 2013

**Wearing of Prescribed DepEd Uniforms and Wearing of Identification Card  
 of Teachers and Non-Teaching Personnel**

**TO :** Public Schools District Supervisors  
 Promotional Staff  
 Elementary and Secondary School Heads  
 Section Heads  
 All Others Concerned

187  
 Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Date: 07-19-13 Time: 11:58am  
 By: [Signature]

**1. Wearing of Prescribed DepEd Uniforms**

Pursuant to DepEd Order No. 7, s. 2013 and Division Memorandum No. 073, s. 2013, this Office hereby reiterates the wearing of prescribed DepEd Uniforms of Teachers and Non-teaching personnel for SY 2013-2015. In adherence thereto, you are hereby directed to require all teaching and non-teaching personnel under your supervision to observe the wearing of prescribed office uniforms during official working days, which as ordered by the Department Secretary Br. Armin A. Luistro FSC to be worn on the first day of SY 2013-2014.

Hereunder is the Schedule of DepEd Uniforms for SY 2013-2014 and 2014-2015 (DepEd Order No. 7, s. 2013)

Monday	Tuesday	Wednesday	Thursday	Friday
National Uniform (Design 1)	National Uniform (Design 2)	Regional Uniform	Division Uniform	Wash Day (Appropriate office attire to observe proper dress code)

Further, it is reiterated that the following personnel are exempted from wearing the prescribed office uniforms:

- School officials who occupy third level positions in the Career Executive Service (CES);
- Medical and Dental Staff who shall wear their profession's uniforms;
- Janitors, utility and maintenance personnel who shall wear appropriate working attire;
- Legal officers, i.e. lawyers/attorneys, whose nature of work requires a different dress code;
- Teachers and non-teaching personnel with physical disabilities and other legitimate health reasons;



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- f. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and,
- g. Teachers and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.

### 2. Wearing of Identification Card

This Office further reiterates important provisions relative to the wearing of Identification Card during official working hours, to wit:

- Section 8 (f) of Republic Act No. 9485 (ARTA) states that *"All employees transacting with the public shall be provided with an official identification card which should be visibly worn during office hours."*
  - Section 4, Rule VI of CSC MC No. 12, s. 2008 re RA No. 9485 (ARTA) and its IRR stipulates that *"... The information on the identification card should be easy to read, such that the officials and employees concerned can be identified by the clients. For certain agencies where an identification card is not provided, the officers and employees must wear nameplates or other means of identification."*
  - Division Memo No. 075, s. 2013 provides the implementation of ARTA including the printing of ARTA ID (4" x 5") with sample design posted in the Division Official website (<http://www.depedmalaybalay.net/about-us/arta-corner>), which shall be visibly worn during office hours with easy to read information on the ID.
3. Failure to adhere to the afore-cited provisions on the wearing of prescribed DepEd uniforms and Identification Card shall be ground for disciplinary action as embodied in the provisions of DepEd Order No. 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases), Republic Act No. 9485, and CSC MC No. 12, s. 2008.
  4. For strict compliance.

PARISO L. ORONG  
Secondary School Principal IV, BNHS/  
Officer-In-Charge

Office of the Schools Division Superintendent

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