



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



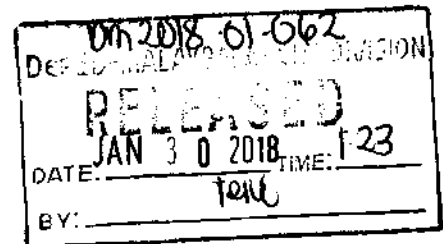
Sayre Highway, Purok 6, Casisang, Malaybalay City
 E-mail add: personnel.depedmalaybalay@gmail.com

DIVISION MEMORANDUM

No. 062, s. 2018

TO: Chief Education Program Supervisors and staff – CID and SGOD
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Section / Unit Heads and staff
 All Others Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent



DATE: January 26, 2018

RE: WEARING OF PRESCRIBED DEPED UNIFORMS, IDENTIFICATION CARD, AND APPROPRIATE OFFICE ATTIRE FOR TEACHING, TEACHING RELATED AND NON-TEACHING PERSONNEL

1. Wearing of Prescribed DepEd Uniforms

Pursuant to the herein DepEd Order No. 7, s. 2013, re: wearing of prescribed DepED Uniforms, you are hereby directed to observe the proper wearing of office uniforms during official working days.

As such, this is to reiterate the schedule of wearing of DepED uniforms for Permanent Employees for SY 2017-2018 to wit:

Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
National Uniforms - Green blouse and gray slacks/skirt for non teaching - Light pink blouse and gray slacks/skirt for teaching related	National Uniform - Blue blouse and black slacks/skirt for non teaching - Light brown blouse and black slacks/skirt for teaching related	Wash Day (Appropriate office Attire to observe proper dress code)
First Monday of the month - Any IP inspired outfit		

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

- a.) School Officials who occupy third level position in the Career Executive Service (CES);
- b.) Medical and Dental Staff who shall wear their profession's uniforms;



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- c.) Janitors, Utility and Maintenance personnel who shall wear appropriate working attire;
- d.) Legal Officers, i.e. lawyers/attorneys, whose nature of work requires a different dress code;
- e.) Teachers and Non Teaching personnel with the physical disabilities and other legitimate health reasons;
- 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.

Further, as a matter of Office policy, this is to reiterate the schedule of wearing of DepED uniforms for Job Order Employees for SY 2017-2018 & Newly hired employees to wit;

Day	Color-coded Polo Shirt (men) and Blouse/T-shirt (women)
First Monday of the month	Any IP inspired outfit
Monday	Red
Tuesday	Blue
Wednesday	Egg yolk yellow
Thursday	White
Friday	any color

2. Wearing of Identification Card

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

- a) 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."
- b) 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."
- c) 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-concern>), which shall be visibly worn during office hours with easy to read information on the ID.



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3. Wearing of Appropriate Dress Code for All Government Officials and Employees in the Workplace

a) CSC Memorandum Circular No. 14, s. 1991

"2...they must be dressed appropriately, preferably business clothes but not party attire. Picnic clothes, sandos nor t-shirts should not be worn at work.

"3. The use of tight fitting, seductive, micro-mini and gauzy/transparent dresses by female employees shall be prohibited.

"4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited.

"5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatiously display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.

"6. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed.

b) CSC Memorandum Circular No. 25, s. 1991

1.a)The wearing of "maong" pants among male employees is allowed provided that the same is worn with collared T-shirts.

1.b)In other words, female office workers are not allowed to wear "maong."

2.) T-shirts, the wearing of which is prohibited in the Circular, refer to non-collared ones. Simply stated, collared T-shirts are allowed for both male and female employees".

4. Failure to adhere to the afore-cited provisions on the wearing of prescribed DepEd uniforms, Identification Card and Appropriate Dress Code 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, CSC MC No. 12, s. 2008 and CSC MC No. 14 and 25, s. 1991

5. For strict compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN OUR WEBSITE