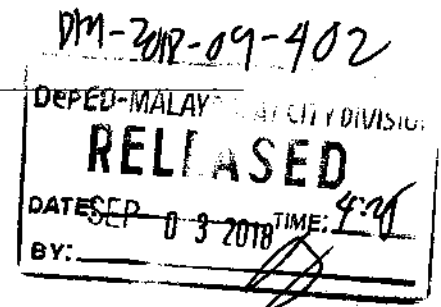





Department of Education
Region X-Northern Mindanao
Division of Malaybalay City
Purok 6, Casisang, Malaybalay City



DIVISION MEMORANDUM

No. 402, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Teaching and Non-Teaching Related Personnel
This Division

FROM: 
REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: August 24, 2018

SUBJECT: REITERATING DEPED MEMORANDUM NO. 63, s. 2018 AND MC No. 14, s. 1991 ON DRESS CODE

1. In line with the provisions of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) through Memorandum Circular No. 14, s. 1991, this Office hereby prescribes the following Dress Code when reporting for work among male and female employees;

a. Wearing of DepED official uniforms as scheduled stipulated in DepEd Memorandum No. 63, s. 2018.

b. On Fridays declared as Wash Day, appropriate attire should be observed thus preferably business clothes to formal clothes but no party attire, picnic clothes, sando nor t-shirts be worn.

c. Prohibits the wearing of tightfitting, seductive, micro-mini and gauzy/flimsy/ transparent dresses by female employees.

d. Likewise prohibits the wearing of walking shorts, pedal pushers, leggings, tights, jogging and "maong" pants. However, wearing of "maong" pants among male employees is allowed provided that the same is worn with collared T-shirts and is only allowed for female employees on instances when they are regularly performing their duties and functions in the field, or if temporarily assigned in actual field operations as stipulated in Memorandum Circular No. 25, s. 1991.

e. Wearing of Identification Card is required in consonance with RA No. 9485 (ARTA).

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

a. School Officials who occupy third level position in the career Executive Service (CES) such as Schools Division Superintendent and Assistant Schools Division Superintendent;

b. Medical and Dental Staff who shall wear appropriate working attire;

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 dress during their period of pregnancy; and

g. Teachers and Non-Teaching personnel who are in mourning may wear the appropriate mourning clothes.

3. Failure to adhere to the afore-cited provisions shall be ground for disciplinary action as embodied in DepEd Order No. 49, s. 2006, Republic Act No. 9485, CSC MC No. 12, s. 2008 and CSC MC No. 14 and 25, S. 1991

4. Queries relative to this can be relayed to **Ralph T. Quirog**, Chief, Education Supervisor -Curriculum Implementation Division at **0917-559-4867**.