



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

DIVISION MEMORANDUM

No. 189, s. 2019

DM- 2019- 06- 189
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 JUN 10 2019 TIME: 11:14 am
 BY:

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 School Heads (Elementary and Secondary)
 Section / Unit Heads and Staff
 All Others Concerned

FROM:
REBONFAMIL R. BAGUIO
 Schools Division Superintendent

DATE: June 7, 2019

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

Consistent to DepED Memorandum No. 50, s. 2019, this Office hereby reiterates the wearing of prescribed DepED Uniforms for Teaching and Non-Teaching Personnel for SY 2019-2020 effective immediately.

1. Wearing of DepED Uniforms:
 - 1.1. Schedule of Wearing of DepED Uniforms

1.1.a. Teaching Employees and School Heads

Status	Group	Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
Permanent / Provisional (for teachers only)	Men	<i>National Uniform:</i> - White Barong - Gray Slacks - Black Shoes	<i>National Uniform:</i> - Light Brown Barong - Black Slacks - Black Shoes	-Any School / District Collared T-shirt - Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes
	Women	<i>National Uniform:</i> - Light Pink Blouse - Gray Slacks/Skirt (knee level) - Black Closed Shoes with Heels	<i>National Uniform:</i> - Light Brown Blouse - Black Slacks/Skirt (knee level) - Black Closed Shoes with Heels	-Any School / District Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level -Slacks / Skirt (knee level)



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				-Decent Closed Shoes with Heels
	ALL	Every First Monday of the Month: Any IP Inspired Outfit <u>Men</u> - Collared T-shirt - Slacks - Black Shoes - Ethnic Accessories <u>Women</u> - Collared T-shirt Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt knee level - Black Closed Shoes with Heels	N/A	N/A

1.1.b Substitutes

Status	Group	Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
Substitute	Men	- Collared T-shirt - Black Slacks - Black Shoes	- Collared T-shirt - Black Slacks - Black Shoes	-Any School / District Collared T-shirt - Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes
	Women	- Collared T-shirt / blouse with sleeves / Dress with sleeves and knee level - Slacks / Skirt (knee level) - Closed Shoes with Heels	- Collared T-shirt / blouse / Dress with sleeves and knee level - Slacks / Skirt (knee level) - Closed Shoes with Heels	-Any School / District Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level -Slacks / Skirt (knee level) -Closed Shoes with Heels
	ALL	Every First Monday of the Month: Any IP Inspired Outfit	N/A	N/A



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		<u>Men</u> - Collared T-shirt - Slacks - Black Shoes - Ethnic Accessories <u>Women</u> - Collared T-shirt Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt knee level - Black Closed Shoes with Heels		
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They however, may opt to wear the prescribed uniform for teaching employees

1.1.b. Non-teaching Employees

Status	Group	Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
Permanent / Casual	Men	<i>National Uniform:</i> - White Barong - Black Slacks - Black Shoes	<i>National Uniform:</i> - Light Brown Barong - Black Slacks - Black Shoes	<i>For School-Based Non-Teaching Employees:</i> -Any School / District Collared T-shirt Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes <i>For Division Office-Based Non-Teaching Employees:</i> <u>Morning Attire</u> -Any Collared T-shirt - Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes <u>Afternoon Attire</u> GAD Sports Attire



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	<p style="text-align: center;">Women</p>	<p><i>National Uniform:</i></p> <ul style="list-style-type: none"> -Green Blouse -Gray Slacks / Skirt (knee level) -Black Closed Shoes with Heels 	<p><i>National Uniform:</i></p> <ul style="list-style-type: none"> - Blue blouse - Black Slacks / Skirt (knee level) - Black Closed Shoes with Heels 	<p><i>For School Based Non-teaching Employees:</i></p> <ul style="list-style-type: none"> -Any School / District Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level -Slacks / Skirt (knee level) -Decent Closed Shoes with Heels <p><i>For Division Office Based Non-teaching Employees:</i></p> <p><u>Morning Attire</u></p> <ul style="list-style-type: none"> -Any Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt (knee level) -Decent Closed Shoes with Heels <p><u>Afternoon Attire</u> GAD Sports Attire</p>
	<p style="text-align: center;">ALL</p>	<p>Every First Monday of the Month: Any IP Inspired Outfit</p> <p><u>Men</u></p> <ul style="list-style-type: none"> - Collared T-shirt - Slacks - Black Shoes - Ethnic Accessories <p><u>Women</u></p> <ul style="list-style-type: none"> - Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt knee 		



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		level - Black Closed Shoes with Heels		
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1.1.c Contract of Service / Job Order

Status	Group	Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
Contract of Service / Job Order	Men	<ul style="list-style-type: none"> - Collared T-shirt - Black Slacks - Black Shoes <p><i>For employees performing Office / School cleaning and ground maintenance:</i></p> <p>Mondays: Collared T-shirt, Slacks, and Black Shoes</p> <p>Wednesdays: Collared T-shirt, Maong and Rubber Shoes (Appropriate working attire for cleaning)</p>	<ul style="list-style-type: none"> - Collared T-shirt - Black Slacks - Black Shoes <p><i>For employees performing Office / School cleaning and ground maintenance:</i></p> <p>- Collared T-shirt, Maong and Rubber Shoes (Appropriate working attire for cleaning)</p>	<p><i>For School-Based Job Order Employees:</i></p> <ul style="list-style-type: none"> -Any School / District Collared T-shirt - Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes <p><i>For Division Office-Based Job Order Employees:</i></p> <p><u>Morning Attire</u></p> <ul style="list-style-type: none"> -Collared T-shirt - Pants (Slacks / Maong) -Decent Shoes / Rubber Shoes <p><u>Afternoon Attire</u> GAD Sports Attire</p>
	Women	<ul style="list-style-type: none"> - Collared T-shirt / Blouse with sleeves / Dress with Sleeves and knee level - Slacks / Skirt (knee level) - Closed Shoes with Heels 	<ul style="list-style-type: none"> - Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt (knee level) - Closed Shoes with Heels 	<p><i>For School-Based Job Order Employees:</i></p> <ul style="list-style-type: none"> -Any School / District Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level -Slacks / Skirt (knee level) -Closed Shoes with Heels <p><i>For Division Office-</i></p>



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				<p><i>Based Job Order Employees:</i></p> <p><u>Morning Attire</u> - Any Collared T-shirt / Blouse with Sleeves / Dress with Sleeves and knee level - Slacks / Skirt (knee level) - Decent Closed Shoes with Heels</p> <p><u>Afternoon Attire</u> GAD Sports Attire</p>
	ALL	<p>Every First Monday of the Month: Any IP Inspired Outfit</p> <p><u>Men</u></p> <ul style="list-style-type: none"> - Collared T-shirt - Slacks - Black Shoes - Ethnic Accessories <p><u>Women</u></p> <ul style="list-style-type: none"> - Collared T-shirt / Blouse with Sleeves / Dress with Sleeve and knee level - Slacks / Skirt knee level - Black Closed Shoes with Heels 		

1.2 Exemptions

Further, it is reiterated that the following personnel are exempted from wearing the 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 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.

1.3 Appropriate Dress Code

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

1.3.1 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.*

1.3.2 CSC Memorandum Circular No. 25, s. 1991

1.3.2.a) Female office workers are not allowed to wear "maong."

1.3.2.b) 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".

2. Wearing of Identification Card (ID)

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

2.1 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."*

2.2 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



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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.”

2.3 Division Memo No. 075, s. 2013 provides the implementation of ARTA including the printing of ARTA ID (4” x 5”) 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, 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
4. Queries relative to this can be channeled to Guia Ma. G. Villahermosa at 09177067745.

Copy furnished:

Records Unit
Personnel Unit

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