



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

February 17, 2021

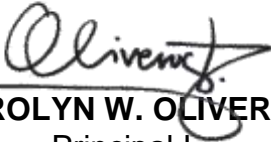
SCHOOL MEMORANDUM

No. 05, s. 2021

**REITERATING THE PROPER DRESS CODE PRESCRIBED FOR ALL
GOVERNMENT OFFICIALS AND EMPLOYEES ON THE WORKPLACE**

To: All Teaching and Non-Teaching Personnel
All Others Concerned

1. This office reiterates the proper dress code prescribed for all government officials and employees on the workplace.
2. Attached is Civil Service Commission Memorandum Circular No. 19 s. 2000 for information and guidance.
3. Immediate and wide dissemination of the attached Memorandum is enjoined.


CAROLYN W. OLIVEROS
Principal I



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Enclosure No. 1 School Memorandum #05,s. 2021



Republic of the Philippines
CIVIL SERVICE COMMISSION
Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 19, s. 2000

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT: REVISED DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES IN THE WORKPLACE

The Civil Service Commission, as mandated by law, issued CSC Memorandum Circular No. 14, s. 1991, prescribing the Dress Code for All Government Officials and Employees, and later clarifying it through CSC Memorandum Circular No. 25, s. 1991.

However, certain provisions thereof need to be further clarified in order to conform to the changes brought about by the Philippine Centennial in 1998, which paved the way for the institutionalization of the wearing of Filipiniana attire during Mondays, and to the Gender Advocacy program of the Civil Service Commission.

In response to the foregoing demands of the times, and in accordance with the Commission's mandate to improve personnel administration, the Commission hereby adopts the attached Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace.



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All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.


CORAZON ALMA G. DE LEON
Chairman

30 October 2000

SJO/abr/etm/n3/n13/nm58



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Republic of the Philippines
CIVIL SERVICE COMMISSION
Serbisyo Sibit: Isang Daang Taong Paglilingkod

Re: Revised Dress Code Prescribed for
All Government Officials and Employees
In the Workplace
x ----- x

RESOLUTION NO. 002515

WHEREAS, Section 3, Article IX-B of the 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service, and shall likewise institutionalize a management climate conducive to public accountability.

WHEREAS, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the Government;

WHEREAS, Section 12 (19), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall perform all functions properly belonging to a central personnel agency and such other functions as may be provided by law;

WHEREAS, the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) mandates that public officials and employees shall perform and discharge their duties with professionalism and shall lead modest lives appropriate to their positions and income. Likewise, they shall not indulge in extravagant or ostentatious display of wealth in any form;



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WHEREAS, the existing rules and regulations in the Commission on appropriate attire (Dress Code) when performing official functions inside the workplace, need to be updated and revised in order to conform with the Gender Mainstreaming and Institutionalization of Gender and Development in the bureaucracy.

NOW, THEREFORE, the Commission hereby resolves to promulgate the Revised Dress Code Prescribed for All Government Officials and Employees In the Workplace.

1. **Coverage.** This Dress Code shall apply to all officials and employees of the government, both male and female, except to those regularly performing their duties and functions in the field, or those temporarily assigned in actual field operations.
2. **Official Attire.** The "Filipiniana" and the respective office uniforms as prescribed by the different government agencies/offices shall be the official attire of all government officials and employees, which shall be worn in accordance with their assigned schedule, as hereinbelow stated:

Monday	"Filipiniana" Attire
Tuesday	Office Uniform for Tuesday
Wednesday	Office Uniform for Wednesday
Thursday	Office Uniform for Thursday
Friday	Office Uniform for Friday, if any; If there is none, Appropriate Business Attire
3. **Appropriate Attire.** On those days when there is no prescribed office uniform for the day, employees shall be dressed in appropriate business attire.

The wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).



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4. *Prohibited Attire.* The following attire shall be prohibited for all government employees when performing official functions inside the workplace:
 - 4.1 Gauzy, transparent or net-like shirt or blouse;
 - 4.2 Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
 - 4.3 Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
 - 4.4 Rubber sandals, rubber slippers, "bakya".

5. *Other Prohibitions.* The following shall also be prohibited during office hours and within office premises:
 - 5.1 Ostentatious display of jewelry, except for special occasions and during official celebrations;
 - 5.2 Wearing of heavy or theatrical make-up.

6. *Exemptions That May Be Allowed.* In the implementation of this Dress Code, certain exemptions may be allowed, on the following grounds:
 - 6.1 When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above;
 - 6.2 When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
 - 6.3 Physical disabilities, and other legitimate health reasons;
 - 6.4 Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
 - 6.5 Employees who lost a loved one can wear mourning clothes during the period of mourning;
 - 6.6 Other circumstances analogous to the foregoing.



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7. **Other Matters.** Other matters, such as those involving hair style or growing of beard or moustache, shall be governed by the internal rules and regulations promulgated by the respective agencies/offices.
8. **Penalty In Case of Violation.** Any violation of the provisions of this Dress Code shall be considered as ground for disciplinary action, for Violation of Reasonable Office Rules and Regulations, under Section 22 (c), Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).
9. **Effectivity.** This Dress Code shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.
10. **Repealing Clause.** CSC Memorandum Circular Nos. 14 and 25, s. 1991, and all other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith, are hereby repealed or modified accordingly.

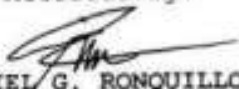
Quezon City, **OCT 31 2000**


CORAZON ALMA G. DE LEON
Chairman


JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III



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