



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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16 Jan 2020

DIVISION MEMORANDUM  
No. 024, s. 2020

**REITERATION ON THE PRESCRIBED DRESS CODE FOR ALL  
GOVERNMENT OFFICIALS AND EMPLOYEES IN THE WORKPLACE**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to remind all employees on the prescribed dress code for all government officials and employees in the workplace, as stipulated in Civil Service Commission (CSC) Memorandum Circular No. 19, s. 2000. Attached is the aforementioned guideline to serve as your reference.
2. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

POLICY

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsavador.city@deped.gov.ph](mailto:elsavador.city@deped.gov.ph)



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.





Republic of the Philippines  
**CIVIL SERVICE COMMISSION**

*Serbisyo Sibil: Isang Daang Tacng 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;

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

- THERE IS A PRESCRIBED UNIFORM FOR DESP/DO PERSONNEL (M-TH)

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).

APPROVED: \_\_\_\_\_

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.

