



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

18 June 2020

DIVISION MEMORANDUM  
No. 129, s. 2020

**REMINDERS FOR SCHOOL-BASED PERSONNEL UPON  
RESUMPTION OF WORK ON JUNE 22, 2020**

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 Office hereby reminds the field of the following guidelines:

| REFERENCE                        | SUBJECT   |
|----------------------------------|---|
| Division Memorandum 24, s. 2020  | Prescribed Dress Code for All Government Officials and Employees in the Workplace |
| Regional Memorandum 220, s. 2020 | Observance of Proper Etiquette When Engaging in Video Conferencing                |

2. All employees are enjoined to read and strictly observe the guidelines.  
3. 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:

EMPLOYEES      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  
**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



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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.



DIVISION OF EL SALVADOR CIVIL SERVICE COMMISSION  
 INSTITUCIÓN DE SERVICIOS PÚBLICOS  
 MINISTERIO DE LA ADMINISTRACIÓN PÚBLICA

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

RANKING RESULT IN TEACHING I (COMPARATIVE)  
 25.10.2000

30 October 2000

Jfc/abr/rtm/x3/x13/nm58

| NO. | NAME OF OFFICER | GRADING POINTS | EXPERIENCE (in years) | EDUCATION | TECHNICAL TRAINING | LANGUAGE PROFICIENCY | ADDITIONAL INFORMATION |
|-----|-----------------|----------------|-----------------------|-----------|--------------------|----------------------|------------------------|
| 1   | JAMES D. DIAZ   | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 2   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 3   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 4   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 5   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 6   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 7   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 8   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 9   | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 10  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 11  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 12  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 13  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 14  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 15  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 16  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 17  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 18  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 19  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |
| 20  | ROBERTO DIAZ    | 1000           | 10                    | BS        | 1000               | 1000                 |                        |



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;<br>If there is none, Appropriate Business Attire |

- THERE IS APRESCRIBED UNIFORM FOR 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).

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.

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).

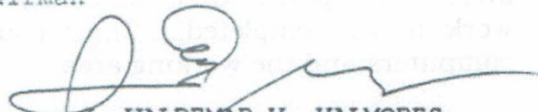
9. **Effectivity.** This Dress Code shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.

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





DepED-X  
Cagayan de Oro City

339  
JUN 01 2020

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

RELEASED

Office of the Regional Director

June 1, 2020

REGIONAL MEMORANDUM

No. 220, s. 2020

**OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING  
IN VIDEO CONFERENCING**

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Other Concerned

1. The current health crisis situation has prompted organizations, establishments, and communities to actively engage in video conferencing for their various activities.
2. To maximize this platform in effectively delivering the Department's services, all are enjoined to observe the attached points regarding proper etiquette in video conferencing.
3. All are likewise enjoined to research on and share available resource materials on effective and ethical video conferencing.
4. Immediate and wide dissemination of this Memorandum is directed.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: Proper Etiquette in Video Conferencing

ORD-PAU/moon



**Address** : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
**Telephone Nos.** : (088) 856-3932 | (088) 881-3137 | (088) 881-3031  
**Email Address** : region10@deped.gov.ph  
**Web site** : <http://deped10.com>



### **Perfect 10 Proper Etiquette in Video Conferencing**

- 1. Condition yourself for the activity.** Ensure that you are prepared and available for active engagement.
- 2. Dress properly for the affair.** Ensure that you do not look sloppy.
- 3. Test your internet facilities beforehand.** Ensure that your microphone, speakers, headphones, and internet connectivity are in place.
- 4. Blur your background or use a decent one.** Ensure that your room or chosen background does not have distracting features.
- 5. Find a quiet or private space.** Ensure that your area is not vulnerable to unnecessary noise.
- 6. Observe proper cueing and timing.** Ensure that you get the right verbal and nonverbal cues when requesting to be recognized for a question or comment.
- 7. Speak only when recognized.** Ensure that your microphone and camera are turned off unless authorized.
- 8. Demonstrate active engagement.** Ensure that you manifest active listening and balanced communication especially during a conversation.
- 9. Show reverence and appreciation for the presenter.** Ensure that you give the presenter your full attention
- 10. Be grateful for the opportunity.** Ensure that you imbibe a positive vibe throughout the activity and be thankful for whatever takeaway you get out of the experience.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director