



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

28 Dec 2021

DIVISION MEMORANDUM

No. 529, s. 2021

**WEARING OF DEPED-PRESCRIBED UNIFORM FOR
TEACHING AND NON-TEACHING PERSONNEL**

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. With reference to DepEd Memorandum 16, s. 2021, all employees are reminded to wear the DepEd-prescribed uniform when reporting to work. Since SY 2021-2022 is still considered as a “transition period” to allow ample time for employees to prepare and purchase new set of prescribed uniforms, employees can still wear their old uniforms until the end of SY 2021-2022, **June 24, 2022**. All teaching and non-teaching personnel shall be required to wear the prescribed new set of uniforms thereafter. Only the following are exempted from wearing the prescribed uniforms:
 - a. School officials who occupy third level positions in the Career Executive Service (CES);
 - b. Medical and Dental staff who shall wear their profession’s uniforms;
 - 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. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
 - f. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
 - g. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.
2. This is to remind all employees that non-wearing of prescribed uniforms without any justifiable reason, shall be liable for violation of reasonable office rules and regulations, details to wit:

Act Committed	Offense	Penalty
Non-wearing of prescribed uniform for ten (10) times for at least two (2) months in a semester or at least	1 st Offense	Reprimand
	2 nd Offense	Suspension of one (1) to thirty (30) days

OSDS/AMA




Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
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two (2) consecutive months during the year	3 rd Offense	Dismissal from the service
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3. Immediate superiors/ school heads are expected to record and report to the Personnel Unit any employee who has consistently violated the Department's policy on wearing of prescribed uniforms.
4. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This is for your information, guidance and compliance.


OLGA C. ALONSABE
Schools Division Superintendent

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

EMPLOYEES POLICY

OSDS/AMA



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