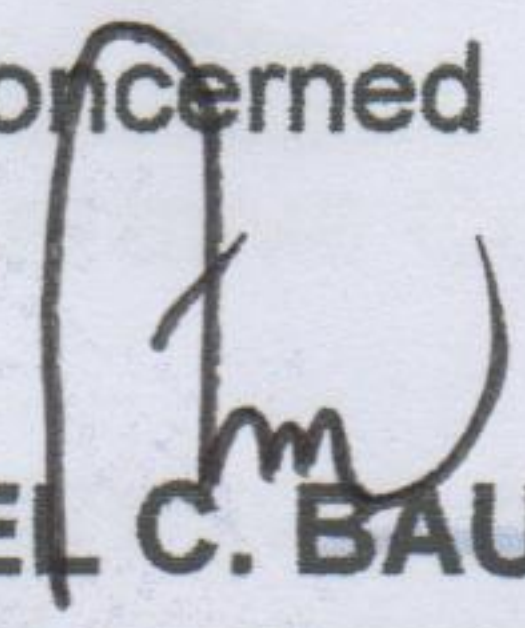


MEMORANDUM

TO : Chief Education Program Supervisors/OIC
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Section Heads
Other Division Non-Teaching Staff
District Supervisors
Elementary and Secondary School Principals
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

SUBJECT : REITERATION ON WEARING OF UNIFORMS

DATE : January 25, 2016

This Office reiterates that the wearing of DepEd/City Government Uniforms **must be strictly observed and shall be worn at all times** while inside the Division and School Premises.

The only personnel who are exempted from wearing the prescribed uniforms are as follows:

- 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. Teachers 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. Teachers and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.

Job Order, maintenance personnel, and utility workers and exempt from wearing uniforms provided that the following must be strictly observed in order to maintain modesty and proper decorum in the Office:

- a. Appropriate Attire – 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 collared shirt (for female employees) for janitorial services only;

b. Prohibited Attire – The following attire shall be prohibited for all Division employee when performing official functions inside the workplace:

1. Gauzy, transparent or net-like shirt or blouse;
2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank tops, blouse with plunging necklines;
3. Micro-mini skirts, walking shorts, cycling shorts, leggings, tights, jogging pants, Capri pants; and
4. Sandals, slippers, "bakya".

Non-compliance to and deliberate defiance of this Order shall be dealt with administratively pursuant to Section 22.C (**Violation of Reasonable Office Rules and Regulations**), Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).

All heads of Divisions, District Supervisors, immediate supervisors, and officers shall be responsible for the (1) implementation of this policy; (2) monitoring compliance thereof; and (3) reporting and submitting cases of violations to the Office of the Schools Division Superintendent for appropriate action.

Failure of the supervisor to call the attention and report any violation of this rule shall be equally liable as the employee who refused to comply with this policy.

For your guidance and strict compliance.

UM - 048 s. 2016

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