



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 04 2023

MEMORANDUM

**REINSTITUTION OF WEARING THE PRESCRIBED UNIFORM
IN THE WORKPLACE**

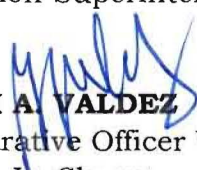
TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All City Paid Employees

1. Attached is a Memorandum from the City Human Resources Management Department dated July 13, 2023, on the above-captioned title contents which are self-explanatory for the information and guidance of all concerned.
2. Immediate, wide dissemination, and strict compliance to this Memorandum is desired.

For:

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

By:


NOEMI A. VALDEZ
Administrative Officer V
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

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

EMPLOYEE UNIFORM

MMP/NAV/DM – REINSTITUTION OF WEARING THE PRESCRIBED UNIFORM IN THE WORKPLACE
244 / AUGUST 4, 2023

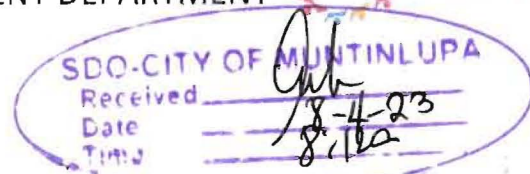




Republic of the Philippines

City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT

MEMORANDUM



TO : All Heads and Employees/Personnel of the Department and Offices

FROM : City Human Resource Management Department

SUBJECT : Reinstitution of the Wearing of the Prescribed Uniform in the Workplace

Date : July 13, 2023

Pursuant with the provisions of RA 6713 (Code of Conduct and Ethical Standards for Public Official and Employees) and in order to maintain modesty and proper decorum in the government service of our beloved LGU. It is just proper to hereby prescribed the following as the Dress Code for all officials and employees/personnel in the City Government of Muntinlupa – including Contract of Service and Job Order Status are hereby directed to observe the following Guidelines/Policy on the Wearing of the Prescribed Office Uniform when reporting for work, thus:

- 1) The prescribed office uniforms shall be the official attire of all government officials, employees, COS, and Job Order status which shall be worn in accordance with their assigned schedule to wit:

Monday to Thursday Prescribed Uniform

Friday Type B Uniform

Note: Appropriate footwear business closed shoes shall be the standard footwear for both men and women personnel. Footwear that does not cover toenails and heel area shall not be allowed. Wearing rubber shoes or sneakers is allowed only on Friday.

- 2) Prohibited Attire. The following attire shall be prohibited for all government employees when performing official functions:

A) Gauzy, transparent, or net-like shirt or blouse;





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- B) Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops' blouse with over-plunging necklines;
 - C) Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
 - D) Rubber sandals, rubber slippers, "bakya".
 - E) Wearing of Maong shall be prohibited from Monday to Thursday.
- 3) Exemptions That May Be Allowed. In the implementation of this Dress Code, certain exemptions may be allowed, on the following grounds:
- A) When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above;
 - B) When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
 - C) Physical disabilities, and other legitimate health reasons;
 - D) Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
 - E) Employees who lost a loved one can wear mourning clothes during the period of mourning; and
 - F) Other circumstances analogous to the foregoing.

Note: Nevertheless, all personnel must report for work in proper/appropriate business attire.

4) Penalties for Violation

Any violation of the provisions of this Guidelines/Policy shall be considered as grounds 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).

Thus, subject to the requirements of due process, the following penalties shall be strictly imposed in administrative disciplinary proceedings for non-compliance with the guidelines:



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1st Offense – Reprimand

2nd Offense - Suspension for 1 day to thirty (30) days

3rd Offense - Suspension for two (2) months

4th Offense - Dismissal from the Service

- 5) Monitoring and Compliance - All Heads or immediate supervisors shall be responsible to monitor compliance to these Guidelines/Policies by personnel under their supervision and jurisdictions.

Any violations pertaining hereto can be reported to the CHRMD for appropriate action.

For your guidance, information and favorable co-operation.

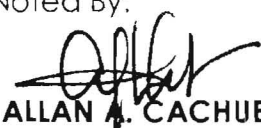
Prepared By:


ATTY. MIMMY C. AGUINALDO
City Legal/CHRMD

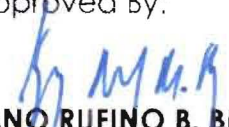
Recommending Approval:


MS. ELIZABETH A. GAVIOLA
Acting Head CHRMD

Noted By:


ENGR. ALLAN A. CACHUELA
City Administrator

Approved By:


ROZZANO RUFINO B. BIAZON
City Mayor