



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

AUG 27 2024

**MEMORANDUM**

**REITERATION OF THE UNNUMBERED MEMORANDUM Nos. UN-2024-221 AND UN-2023-244 IN RELATION TO WEARING OF THE PRESCRIBED UNIFORM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
Administrative Officer V  
All City-Paid Employees

1. Attached is the Unnumbered Memorandum No. UN-2024-221 dated July 2, 2024 and UN-2024-221 dated August 4, 2023 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to No. 1 of the said memorandum.
3. This also reiterates the DepEd Memorandum No. 16, s. 2021 entitled Guidelines on the New DepEd National Uniform for Teaching and Non-Teaching Personnel. All employees are required to wear complete uniform from Monday to Thursday.
4. City-paid Drivers and Utility Personnel shall wear the prescribe local white polo with collar
5. Immediate, wide dissemination and strict compliance with this memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Reference: None

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

EMPLOYEES UNIFORM

MMP/NAV/DM – REITERATION OF THE UNNUMBERED MEMORANDUM Nos. UN-2024-221 and UN-2023-244 IN RELATION TO WEARING OF THE PRESCRIBED UNIFORM

298/AUGUST 21, 2024

298

UN-2024-298



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

sdo.muntinlupa@gmail.com





Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 05 2024

**MEMORANDUM**

**RESUMPTION OF THE WEARING OF THE PRESCRIBED UNIFORM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
Administrative Officer V  
All Others Concerned

1. This office would like to announce that effective July 8, 2024, all employees shall resume wearing the prescribed uniform.
2. Appropriate office attire may be worn every Fridays. Please refer to Division Memorandum No. 88 s. 2023 for the proper dress code.
3. Immediate, wide dissemination and strict compliance with this memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Reference: DM No. 88 s. 2023

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEES UNIFORM

MMP/NAV/DM – RESUME OF WEARING THE PRESCRIBED UNIFORM

221/JULY 2, 2024

UN-2024-221



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
(02) 8805 - 9935, (02) 8805 - 9940  
sdo.muntinlupa@gmail.com



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b16 5.2024



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
**No. 088, s. 2023**

APR 19 2023

**STRICT IMPLEMENTATION OF THE POLICY ON DRESS CODE AND WEARING OF  
THE DEPED PRESCRIBED UNIFORM AND IDENTIFICATION CARD**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. In adherence to the norms of conduct under Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and Civil Service Commission Memorandum Circular No. 19, s. 2000 or the Revised Dress Code Prescribed for all Government Officials and Employees in the Workplace, which mandates public servants to maintain modesty and uphold proper decorum whilst in performance of their duties, this Office hereby reiterates the wearing of prescribed Uniform of Non-Teaching Personnel as provided in DepEd Memorandum No. 16, s. 2021 entitled “Guidelines on the New DepEd National Uniform for Teaching and Non-Teaching Personnel”.
2. Hence, all personnel occupying plantilla positions, including those who are re-assigned to all Muntinlupa Public Schools are directed to wear the prescribed uniform as provided under Division Memorandum No. 16, s. 2021. Likewise, Contract of Service (CoS) are encouraged to wear the prescribed uniform. However, in the absence of such, they may wear appropriate business or smart casual attire.
3. To provide further guidance and clarity, the following provisions are hereby reiterated:
  - a. The schedule of wearing of the prescribed uniform is from Mondays to Thursdays. There is no assigned uniform on Fridays, however employees must come to work in appropriate business or smart casual attire.
  - b. Appropriate business or smart casual attire may include the following:
    - i. Dresses
    - ii. Knee-length skirt
    - iii. Dress pants/slacks
    - iv. Blouses
    - v. Polos
    - vi. Collared shirts



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

Wearing of denim/"maong" pants may be considered appropriate when paired with collared polo/shirt/blouse. Closed shoes shall be the standard footwear of all personnel within the office premisses. Slip-on shoes may be worn provided they are congruent with the prescribed uniform and appropriate business/smart casual attire.

4. The following attire shall be **prohibited** when performing official functions inside the workplace:

- a. Gauzy, transparent or netlike shirt or blouse;
- b. Sando, t-shirt, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, sleeveless top, blouse with over plunging necklines, cropped-top;
- c. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants, ripped jeans, pedal pushers;
- d. Party/picnic/mall clothes;
- e. Rubber sandals (Crocs and the like), rubber slippers, house slippers, beach footwear, "bakya".

Furthermore, ostentatious display of wealth such as but not limited to donning of flashy jewelry, ornaments, wearing of excessive or theatrical make-up etc., are prohibited, except in special occasions and during official celebrations.

5. The **wearing of the DepEd ID** shall be required at all times and shall be part of the complete official uniform or business/smart casual attire.

6. The following personnel shall be **exempted** from wearing the prescribed uniform but are expected to come in their appropriate business/smart casual attire:

- a. Third level officials;
- b. Medical and Dental staff who delivers direct health services;
- c. Utility and maintenance personnel whose nature of work requires other appropriate/protective clothing;
- d. Legal Officers whose nature of work requires a different dress code;
- e. Personnel in practice of their religious affiliations;
- f. Personnel with physical disabilities and other legitimate health reasons;
- g. Pregnant employees; and
- h. Those in mourning

7. All Officials and personnel who bike to work shall be allowed to enter wearing athletic attire or comfortable cycling attire, provided that they change into the appropriate uniform when reporting to duty.

8. All Heads of Offices shall be responsible for the strict implementation of the Dress Code in their office/jurisdiction. The Human Resource Management Office (HRMO) shall be responsible for the oversight monitoring on the compliance, together with the Security Office. Security Officers/Guards shall record employees who are non-compliant to the dress code and shall submit a monthly report to the HRMO starting April 17, 2023.



Student Center for Life Skills Bldg., Centennial Ave.,  
Brgy. Tunasan, Muntinlupa City  
(02) 8829 – 2308, (02) 8478 - 2846  
sdo.muntinlupa@gmail.com





Republic of the Philippines  
**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

9. It is informed that non-compliance to the Dress Code shall be considered grounds for disciplinary action as Violation of Reasonable Office Rules and Regulations with the following sanctions:

- 1<sup>st</sup> Offense - Reprimand
- 2<sup>nd</sup> Offense - Suspension for one (1) to thirty (30) days
- 3<sup>rd</sup> Offense - Dismissal or Termination of Contract

Should there be further inquiries or clarifications, please contact the Administrative Office thru email: [office@doe-200109.deped.gov.ph](mailto:office@doe-200109.deped.gov.ph) or phone number (02) 8829-2308 local 110.

10. For the guidelines on the DepEd National Uniforms for Teaching and Non-Teaching Personnel, attention is invited to the attached DepEd Memorandum No. 16, s. 2021.

11. Immediate compliance with this Memorandum is desired.

  
**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

Enclosure: as stated

References: DepEd Memorandum No. 16, s. 2021

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

COMMITTEE  
EMPLOYEES  
OFFICIALS  
POLICY  
RULES AND REGULATIONS  
UNIFORMS



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**

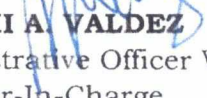
TO: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary & Secondary School Principals / Officer-In-Charge  
Administrative Officer V  
All City Paid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

0880 7 14 2300

**MEMORANDUM**

SDO-CITY OF MUNTINLUPA  
Received \_\_\_\_\_  
Date 8-4-23  
Time \_\_\_\_\_

**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

... (Code of Conduct and Ethical Standards for Public Official and Employees) ...

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;

RECEIVED  
ROAD ...  
...





Republic of the Philippines

## City Government of Muntinlupa

### CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



- 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:



Republic of the Philippines

## City Government of Muntinlupa

CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



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



Republic of the Philippines  
**Department of Education**

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31 MAR 2021

DepEd MEMORANDUM  
No. **016**, s. 2021

**GUIDELINES ON THE NEW DEPED NATIONAL UNIFORM FOR TEACHING  
AND NON-TEACHING PERSONNEL**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Other Concerned

1. The Department of Education (DepEd) announces the adoption of the **four new sets of DepEd national uniform designs for teaching and two new national uniform designs for non-teaching personnel starting the transition period of the School Year (SY) 2021-2022**. The Executive Committee has set the guidelines based on the recommendation of the DepEd Uniform Committee (DUC) composed of teaching and non-teaching employee organizations with the following considerations:

- a. General availability of the textile materials in the market;
- b. Comfort and durability of the textile materials;  
(The quality of the fabric should be adaptable to the weather conditions and the environment of concerned personnel.)
- c. Over-all look of the design of the uniform; and  
(The design should be presentable, convey modesty and integrity, and should be in its simplest form to allow unrestricted movement.)
- d. Skin tone, age, body built will also be considered in the design.

2. In consideration with the current crisis brought about by the COVID-19 pandemic, and the continuing implementation of the blended learning delivery and alternative working arrangements in the Department, **SY 2021-2022 shall be considered a "transition period"** to allow ample time for employees to prepare and purchase new set of prescribed uniforms. To facilitate the transition period, employees can still wear their old uniforms this coming SY 2021-2022. **But starting SY 2022-2023, all teaching and non-teaching personnel shall wear the prescribed new set of uniforms.**

3. Only the approved national uniforms should be used by both teaching and non-teaching personnel. **There shall be no regional and schools division uniforms as to have uniformity across all offices.**
4. No specific fabric will be prescribed, for as long as the fabric used will follow the guidelines with the design set.
5. The teaching and non-teaching personnel from central, regional, division and schools are free to purchase and obtain the prescribed uniform materials from any available source that comply with the standards set. On the other hand, Employee cooperatives or associations /organizations are encouraged to offer the prescribed DepEd uniform materials to their teaching or non-teaching personnel members subject to their consent in order to avail of a more reasonable/discounted price and facilitate uniformity of colors/material of uniform to be purchased.
6. All concerned must send to the DepEd Central Office (CO) a written report of any DepEd official or employee who compels or coerces teaching and non-teaching personnel to purchase the uniform materials from a specific source, including the official himself/herself.
7. This is to reiterate and inform all concerned that it has not endorsed, accredited nor authorized any particular supplier to approach the central, regional and division offices to declare himself/herself as the exclusive distributor of the textile materials for the DepEd uniforms. Any uniform supplier who visits DepEd offices and uses the undersigned or any official in the CO in trying to get a deal for the supply of the DepEd uniforms must be reported to the Office of the Secretary Attention: DepEd Uniform Committee.
8. Modification or adjustments on the prescribed uniforms (e.g. long sleeves instead of short sleeves, skirts, instead of pants for the female employees) to conform with religious, social, and cultural requirements or any legitimate practice related thereto shall be allowed.
9. The following personnel 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.
10. The prescribed new set of DepEd national uniform for teaching personnel shall be as follows:





budget years for this purpose, shall be released to all eligible personnel **not earlier** than the first working day of April of the current year, subject to existing accounting and auditing rules and regulations, and upon the release of the Notice of Cash Allocation from DBM.

15. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



To authenticate this document,  
please scan the QR code



DEPED-OSEC-441466

Encl.: As stated

Reference: DepEd Memorandum: (No.050, s. 2019)

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

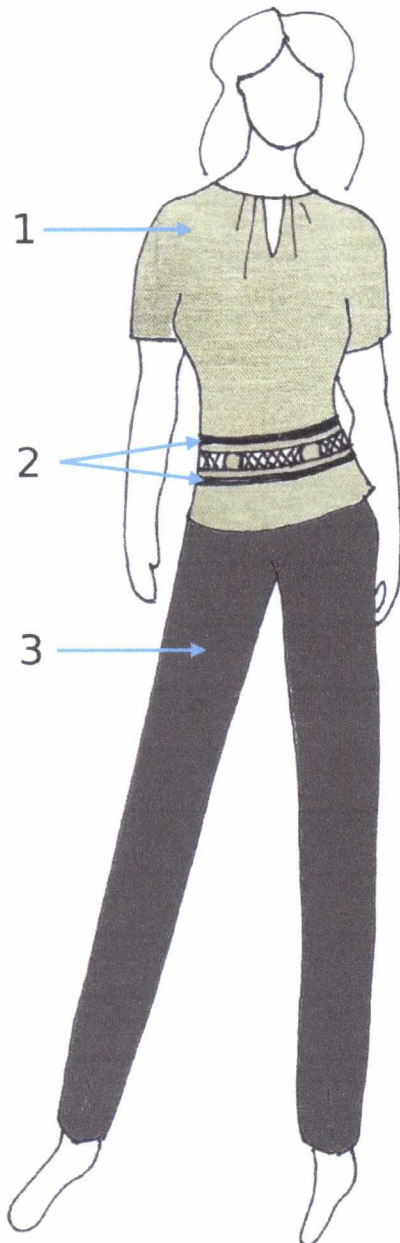
COMMITTEE  
EMPLOYESS  
OFFICIALS  
RULES AND REGULATIONS  
TEACHERS  
UNIFORMS

Jobm//DM Guidelines on the New DepEd Uniform...  
0140-March 30, 2021

# Design A

## Teaching: Female

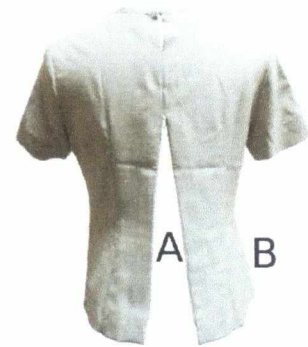
### Mondays



Neck Line



Back Button



Zipper

Option A: Back  
Option B: Sides

Secret Pockets



Zoomed-in Emroidery

### Colors:

1. Olive Green
2. Dark Gray
3. Charcoal Gray

\*Embroidery: Turquoise & Pink

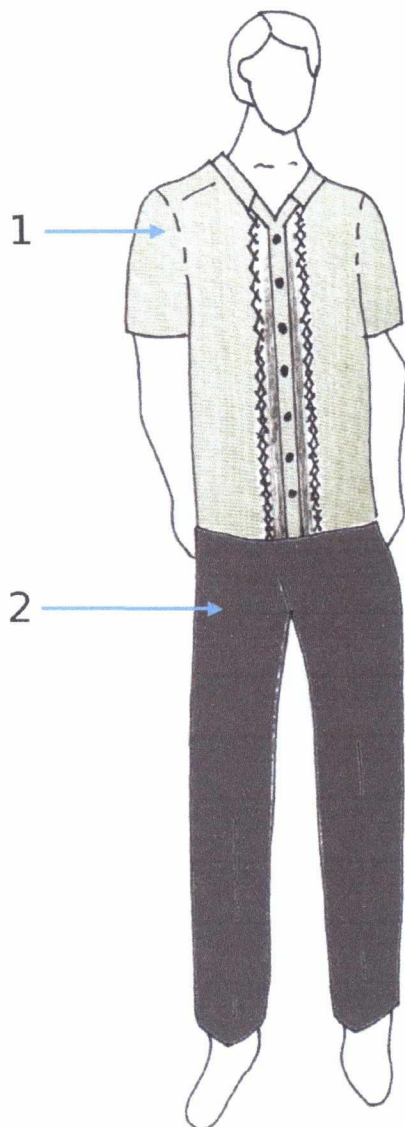


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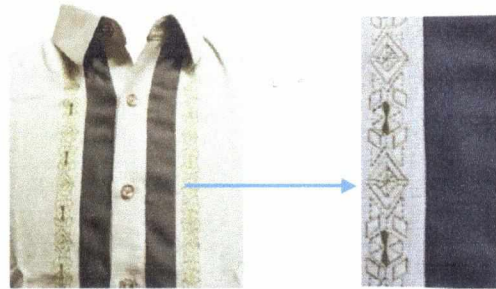
# Design A

## Teaching: Male

### Mondays



Full button



Zoomed-in Embroidery

### Colors:

1. Moss

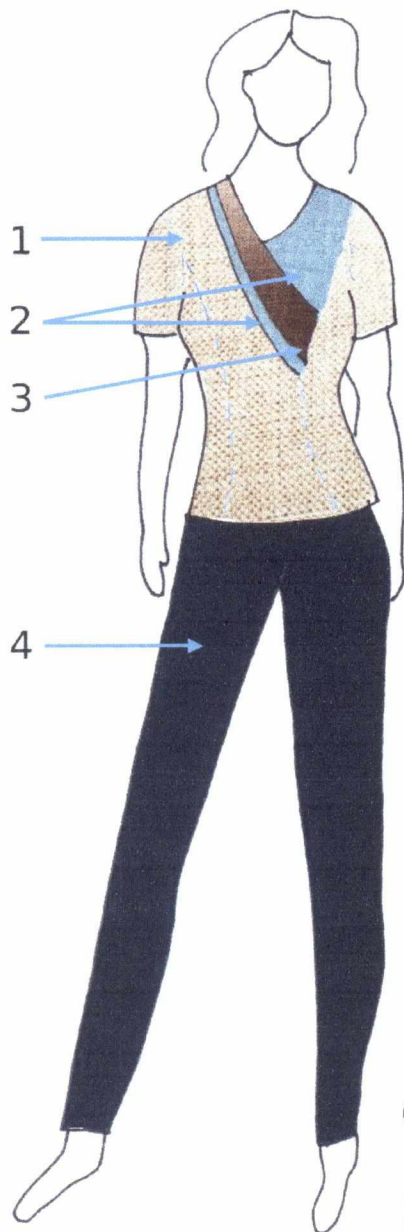
2. Charcoal Gray

\*Embroidery: Olive & Dark Army Green

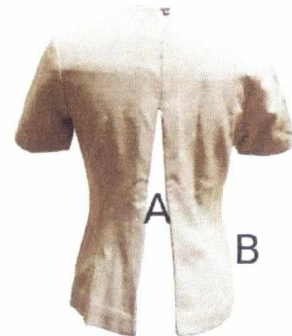


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# Design B Teaching: Female Tuesdays



Back Button



Zipper  
Option A: Back  
Option B: Sides



Neck line

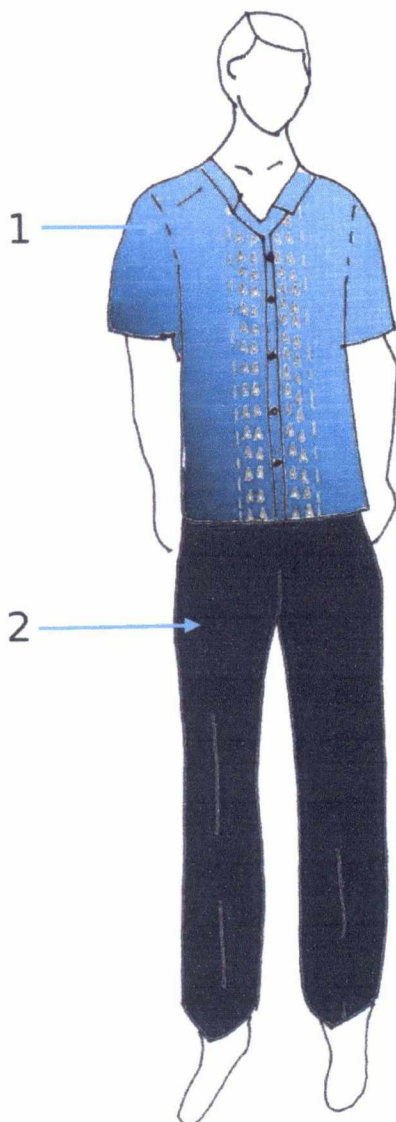
## Colors:

1. Light Clay
2. Sapphire with Midnight Weave
3. Dark Clay
4. Midnight Blue

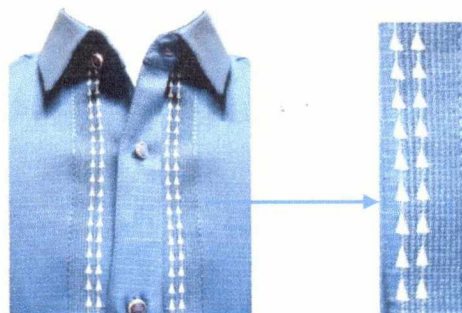


*Signature*

**Design B**  
**Teaching: Male**  
**Tuesdays**



Full Button



Zoomed-in Embroidery

**Colors:**

1. Crystal Teal
  2. Midnight Blue
- \*Embroidery: White

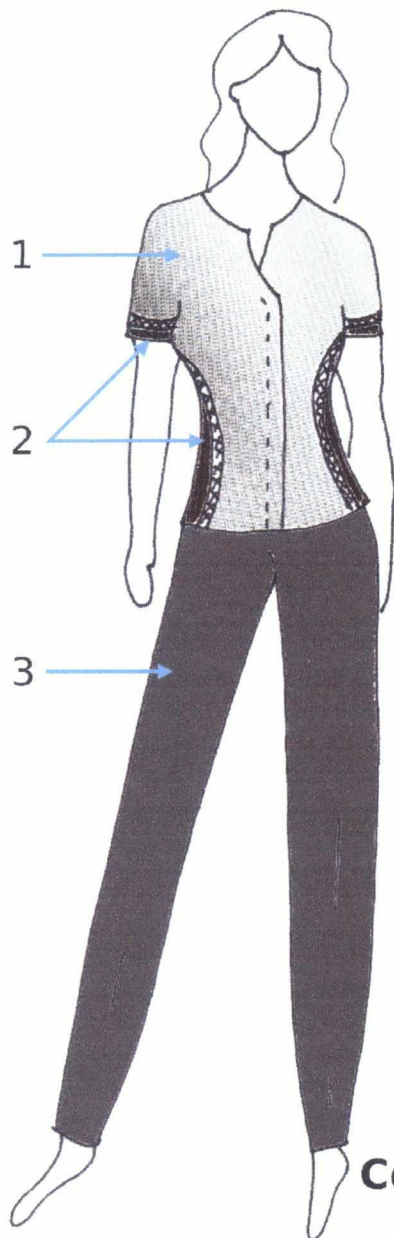


*Author* *Reviewer*

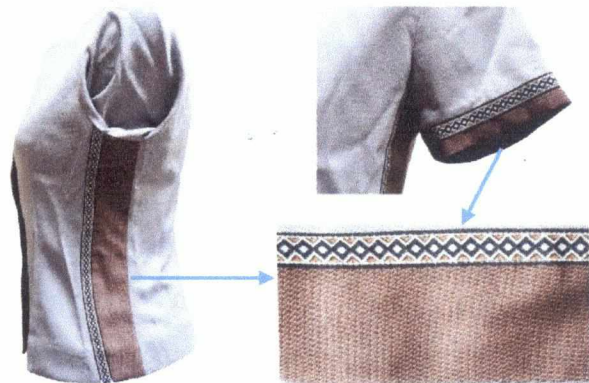
# Design C

## Teaching: Female

### Wednesdays



Concealed Buttons



Zoomed-in Embroidery

### Colors:

1. Light Gray Pattern
2. Walnut
3. Charcoal Gray

\*Embroidery: Walnut & Charcoal Gray

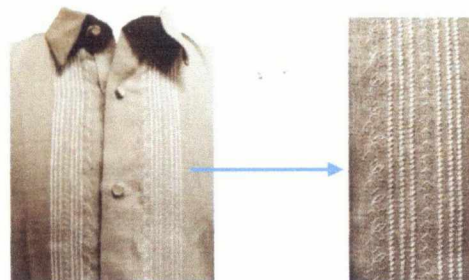
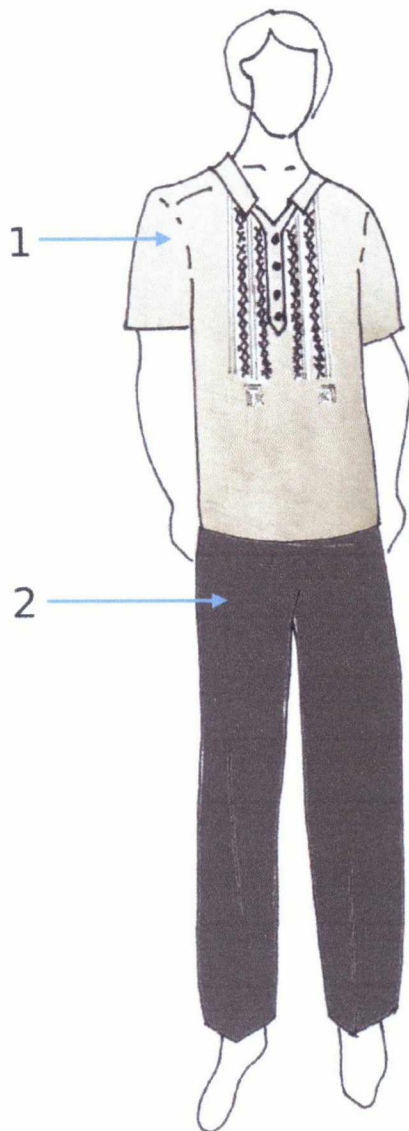


*Signature*

# Design C

## Teaching: Male

### Wednesdays



### Colors:

1. Light Brown
  2. Charcoal Gray
- \*Embroidery: White

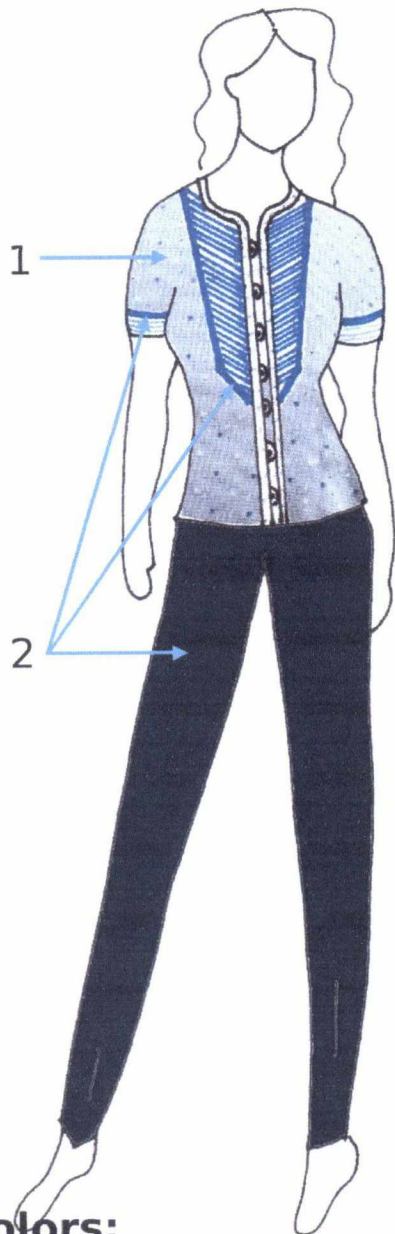


*John F. Peralta*

# Design D

## Teaching: Female

### Thursdays



Zoomed-in Stripes  
& Piping Details

### Colors:

1. Light Blue with Eggshell Speckled Pattern
2. Midnight Blue

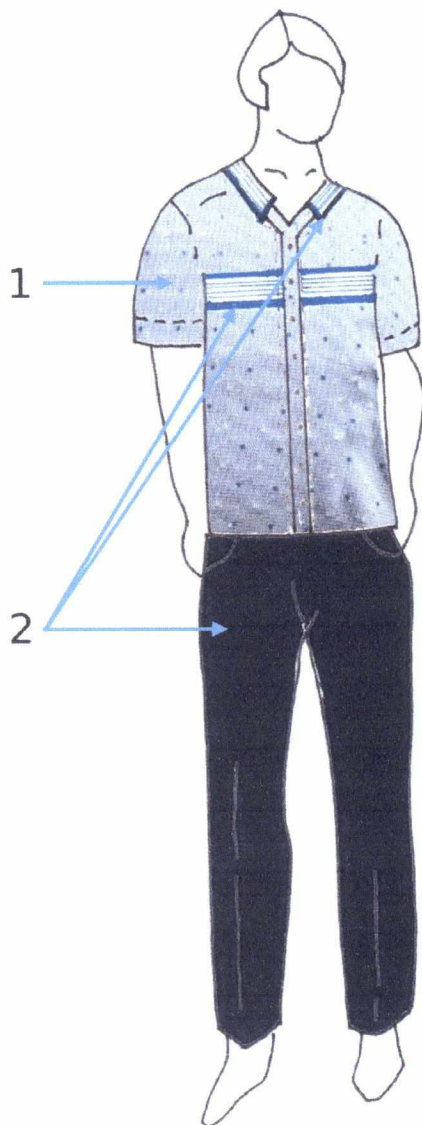
\*Stripes - Dark & Light Blue

\*Piping - Midnight Blue

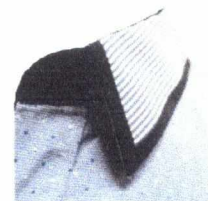


*Signature*

**Design D**  
**Teaching: Male**  
**Thursdays**



Full button



Zoomed-in Stripes  
& Piping Details

**Colors:**

1. Light Blue with Eggshell Speckled Pattern

2. Midnight Blue

\*Stripes - Dark & Light Blue

\*Piping - Midnight Blue



*Handwritten signature*

# Design E Non-Teaching: Female Mondays & Wednesdays



## Colors:

1. Tortilla
2. Black & Tortilla  
Diamond Print
3. Black

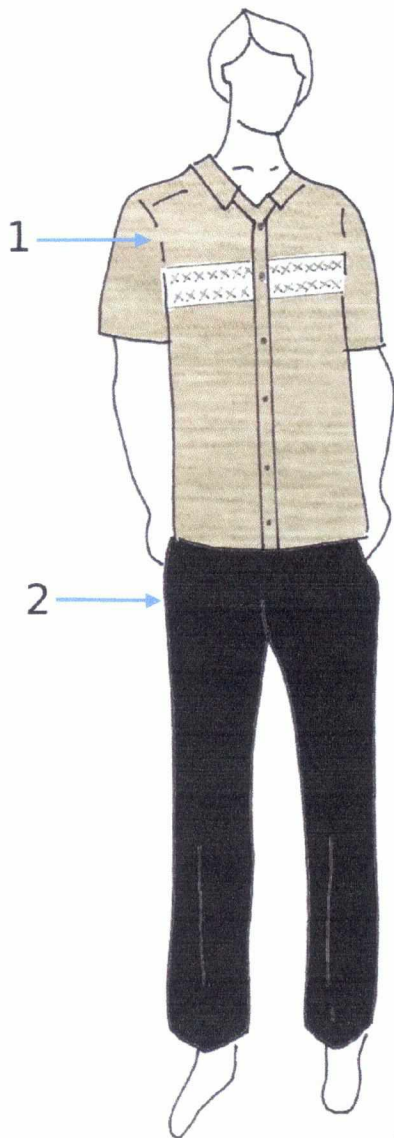


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# Design E

## Non-Teaching: Male

### Mondays & Wednesdays



Full Button



Zoomed in Embroidery

### Colors:

1. Earth-tone Beige

2. Black

\*Embroidery: Light Gray & Tortilla

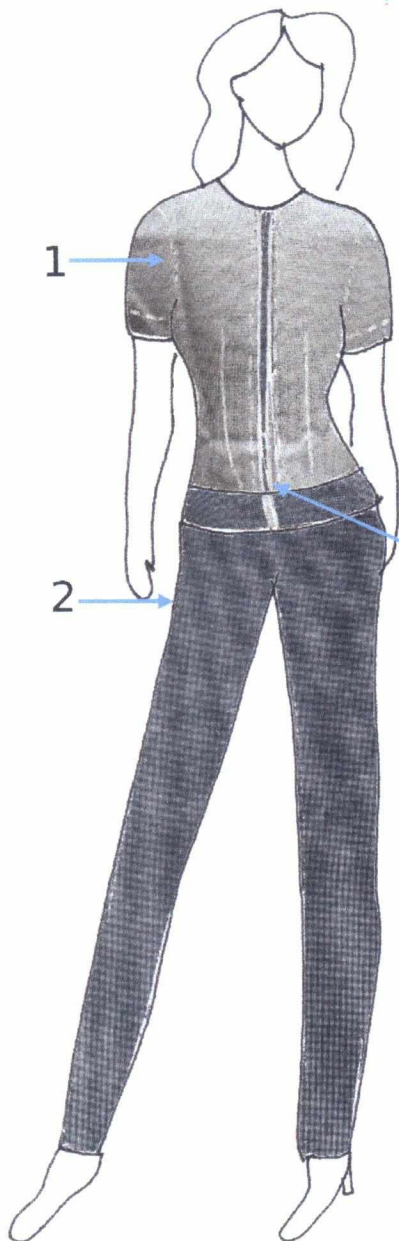


*Handwritten signature or initials.*

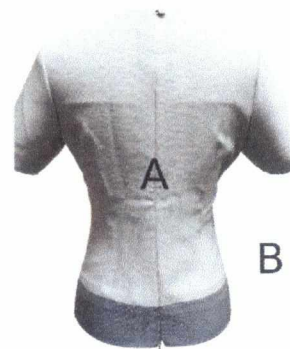
# Design F

## Non-Teaching: Female

### Tuesdays & Thursdays

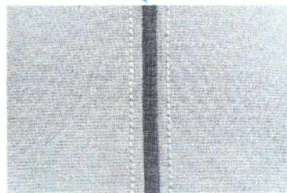


Back Button



Zipper  
Option A: Back  
Option B: Sides

Piping & Stitch



Piping & Stitch Details

Coat  
(Optional)



### Colors:

- 1. Light Gray
- 2. Dark Gray

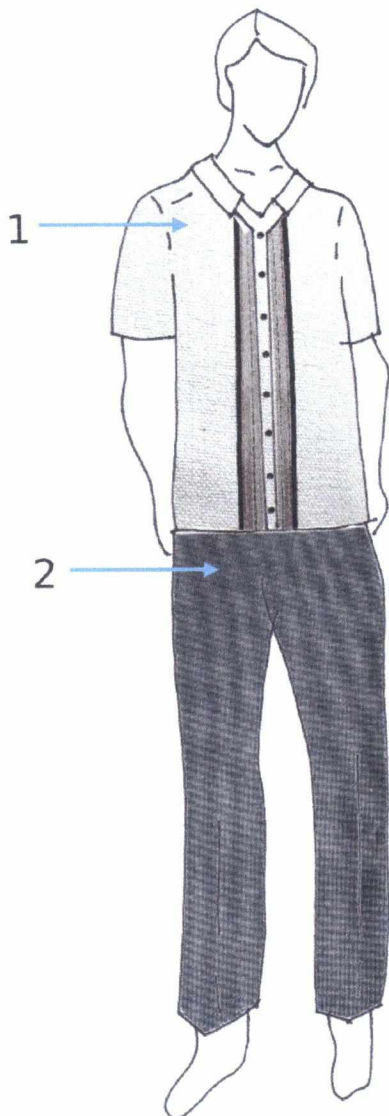


*Handwritten signature or mark.*

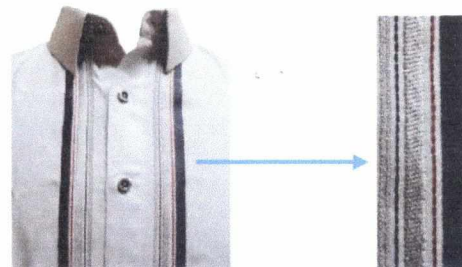
# Design F

## Non-Teaching: Male

### Tuesdays & Thursdays



Full button



Zoomed-in Embroidery

### Colors:

1. Snow White

2. Dark Gray

\*Embroidery: Light Gray, Red & Dark Gray

