



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 17 2025

**MEMORANDUM**

No. 021, s. 2025

**ADVISORY ON THE CIVIL SERVICE COMMISSION (CSC)  
MEMORANDUM CIRCULAR (MC) NO. 16, S. 2024 ENTITLED  
REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES**

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

1. Attached is the DM-OUHROD-2025-0052 with the subject, Advisory on Civil Service Commission (CSC) Memorandum Circular (MC) No. 16, s. 2024, entitled Revised Dress Code for Government Officials and Employees, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. Immediate and widest dissemination of this Memorandum is earnestly desired.

For:

**VIOLETA M. GONZALES**

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

By:

**MA. REGAELE A. OLARTE**

OIC-Chief Education Supervisor, SGOD  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

References:  
Encl. None.

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

OFFICIALS      REASSIGNMENT

AMF/DM- ADVISORY ON THE CIVIL SERVICE COMMISSION (CSC) MEMORANDUM CIRCULAR (MC) NO. 16, S. 2024 ENTITLED  
REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES

021/January 16, 2025

NUM-2025-021



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

**DM-OUHROD-2025-0052**

**FOR :** UNDERSECRETARIES  
ASSISTANT UNDERSECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :** WILFREDO E. CABRAL  
*Undersecretary for Human Resource and  
Organizational Development*

**SUBJECT :** ADVISORY ON CIVIL SERVICE COMMISSION (CSC)  
MEMORANDUM CIRCULAR (MC) NO.16, S. 2024 ENTITLED  
REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND  
EMPLOYEES

**DATE :** January 7, 2025

In reference to the CSC MC No. 16, s. 2024 dated November 29, 2024, entitled "Revised Dress Code for Government Officials and Employees", the Department of Education (DepEd) reminds all offices of the following:

1. DepEd is given a period of six (6) months to formulate and issue its internal guidelines in alignment with the revised dress code stipulated in the CSC MC No. 16, s. 2024. The DepEd Uniform Committee (DUC) shall formulate and recommend to DepEd Executive Committee the internal guidelines upon consultation with its officials, as well as teaching and non-teaching personnel.
2. The new dress code policy will take effect only upon the issuance of DepEd's internal guidelines.
3. All field offices are advised to continue adhering to DM-OUHROD-2022-0042 entitled "Wearing of the Prescribed DepEd Uniform and Office Attire" dated September 12, 2022, as the existing dress code until the new internal guidelines are released and implemented.

All field offices are hereby requested to disseminate this advisory to all concerned personnel to ensure awareness and preparation for the transition to the revised dress code.

For inquiries, please contact the BHROD-EWD through the telephone number (02-86337229) or email at [bhrod.ewd@deped.gov.ph](mailto:bhrod.ewd@deped.gov.ph)

Immediate dissemination of this Memorandum is desired.

Copy Furnished:

**OFFICE OF THE SECRETARY**



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## Department of Education


### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,  
TEACHER EDUCATION COUNCIL SECRETARIAT, AND  
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

#### MEMORANDUM

DM-OUHROD-2022-~~0642~~

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

FROM:  **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators' Academy of the Philippines,  
Teacher Education Council Secretariat, and  
DepEd Employees Associations Coordinating Office*

SUBJECT: **WEARING OF THE PRESCRIBED DEPED UNIFORM AND OFFICE ATTIRE**

DATE: 12 September 2022

The Department of Education (DepEd) previously issued DepEd Memorandum No. 016, s. 2021 dated March 31, 2021, entitled "**GUIDELINES ON THE NEW DEPED NATIONAL UNIFORM FOR TEACHING AND NON-TEACHING PERSONNEL**."

In view of this, DepEd would like to reiterate the following specific clauses of the said DepEd memorandum for the adoption of the **four (4) new sets of DepEd national uniform designs for teaching personnel and two (2) new national uniform designs for non-teaching personnel**.

1. In consideration of the current situation brought about by the Covid-19 pandemic and continuing implementation of the blended learning delivery in the Department, SY 2021-2022 was considered a "transition period" to allow ample time for employees to prepare and purchase the new sets of prescribed uniforms. To facilitate the transition period, employees have been allowed to wear their old uniforms. **But starting SY 2022-2023 (Official Opening of Classes is on August 22, 2022), all teaching and non-teaching personnel shall wear the prescribed new sets of uniforms (clause 2).**

2. Only the approved national uniforms shall be used by both teaching and non-teaching personnel. **Regional and school division uniforms will not be allowed for consistency and uniformity across all offices (clause 3).**
3. The following personnel are exempted from wearing the prescribed uniforms:
  - a. Officials who occupy third-level positions in the Career Executive Service (CES);
  - b. Medical and Dental staff who shall wear their professions' 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.
4. Pursuant to item 12.d of DepEd Memorandum No. 16, s. 2021, appropriate office clothes may be worn on *uniform-free Fridays*. This is consistent with CSC Memorandum Circular (MC) No. 19, s. 2000 (Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace), which states that during Fridays or on those days when there is no prescribed office uniform for the day, employees shall wear appropriate office business attire. Wearing of denim/"maong" pants may be considered appropriate attire when paired with a collared polo/shirt (for male employees) and any appropriate blouse or shirt (for female employees).
5. Contract of Service personnel, especially those who perform desk jobs, are encouraged to wear the prescribed uniform. However, they may opt to wear business attire or smart casual attire from *Mondays to Fridays*, in the absence of the prescribed uniform. The following may be worn:
  - Dresses
  - Dress pants / slacks
  - Knee length skirts
  - Blouses
  - Polos
  - Collared shirts
6. Per CSC MC No. 19, s. 2000, the following attire shall be prohibited for all government employees when performing official functions inside the workplace:
  - Gauzy, transparent, or net-like shirt or blouse;
  - Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
  - Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;



- Rubber sandals, rubber slippers, “bakya”.

7. Additionally, pursuant to CSC MC No. 19, s. 2000, any violation of the provisions of this dress code shall be considered as a ground for disciplinary action for violation of Reasonable Office Rules and Regulations, under Section 22 (c), light offenses, Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).
8. Furthermore, wearing of DepEd ID shall be required when entering DepEd Office/School premises. Thus, wearing of the prescribed office attire and DepEd ID shall be considered wearing of the complete uniform.
9. Lastly, the BHROD-Personnel Division shall hold oversight in the monitoring of the wearing of the prescribed office attire and wearing of DepEd ID in the DepEd Central Office. For the Regional Offices and Schools Division Offices, the Personnel Units under Admin shall take charge, while for the Schools, the School Heads shall monitor the compliance. The division chiefs and/or heads of offices are also expected to closely monitor the compliance of their respective employees on a daily basis.
10. For inquiries, please contact the BHROD-EWD through the telephone number (02-86337229) or email at [bhrod.ewd@deped.gov.ph](mailto:bhrod.ewd@deped.gov.ph)
11. Immediate dissemination of this Memorandum is desired.

[BHROD-EWD/E.Losito]