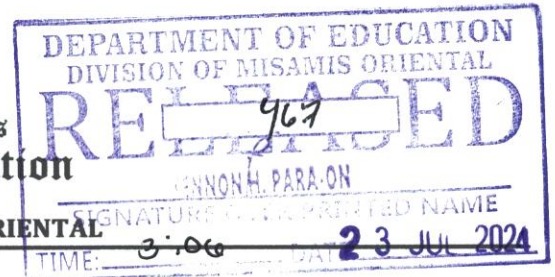




Republic of the Philippines  
**Department of Education**  
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL



**Office of the Schools Division Superintendent**

**July 22, 2024**

**DIVISION MEMORANDUM**

No. 967, s. 2024

**WEARING OF DEPED PRESCRIBED UNIFORM AND OFFICE ATTIRE**

To: Chief Education Supervisors, SGOD and CID  
Public Schools District Supervisors/Districts In-charge  
Public Elementary/Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

1. This Office hereby directs all teaching and non-teaching personnel to wear the DepEd prescribed uniform and identification card when reporting for work at all levels of governance.
2. Only approved national uniforms should be used by both teaching and non-teaching personnel.
3. The following personnel are exempted from wearing the prescribed office uniforms:
  - a. Medical and Dental Staff who shall wear their profession's uniform;
  - b. Janitors, utility and maintenance personnel who shall wear appropriate working attire;
  - c. Legal officers, i.e. lawyers/attorneys, whose nature of work requires a different dress code;
  - d. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
  - e. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
  - f. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.
4. Appropriate office clothes may be worn on uniform-free Fridays. This is consistent with CSC Memorandum Circular No. 19, 2000 (Revised Dress Code 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 be dressed in appropriate business attire. The wearing of "maong" pants may be considered





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appropriate when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).

5. Per CSC Memorandum Circular No. 19, s. 2000, the following attire shall be prohibited for all government employees when performing official functions inside the workplace:

- a. Gauzy, transparent or net-like shirt or blouse;
- b. Sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank-tops, blouse with over plunging necklines;
- c. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants; and
- d. Rubber sandals, rubber slippers, "bakya".

6. Contract of Service Personnel shall wear collared polo shirts with the DepEd and MATATAG logos for official identification throughout the workweek.

7. The Personnel Unit under Admin shall take charge in monitoring the wearing of prescribed office attire and DepEd ID in the Schools Division Office. In schools, the School Heads shall monitor their respective employees' compliance daily.

8. Immediate dissemination of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

OSDS/ELO/mama/jlsr



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