



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

08 Mar 2024

DIVISION MEMORANDUM
OSDS No. **040** s. 2024

**REITERATION ON THE WEARING OF THE DEPED PRESCRIBED UNIFORM AND
OFFICE ATTIRE**

To: Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum OSDS No. 214, s. 2021 on the Guidelines on the New DepEd National Uniform for Teaching and Nonteaching Personnel, Memorandum DM-OUHROD-2022-0042 dated September 12, 2022, entitled Wearing of the Prescribed Uniform and Office Attire, all teaching and nonteaching personnel of this Division shall wear their prescribed and complete DepEd uniform and office attire during the performance of their official functions and/or office hours.
2. The wearing of DepEd ID shall be required when entering Schools Division Office/School premises. Thus, wearing of the prescribed office attire and DepEd ID shall be considered wearing of the complete uniform.
3. The following personnel are exempted from wearing the said 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;
 - e. Teaching and non-teaching personnel with physical disabilities and other legitimate 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 appropriate mourning clothes.



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- g. Teaching and non-teaching personnel who are in mourning may wear appropriate mourning clothes.
4. Appropriate office clothes may be worn on uniform-free Fridays. Wearing of Provincial or SRAA Meet shirt is encouraged. Wearing of denim/maong pants may be considered appropriate attire when paired with a collared polo/shirt (for male employees) and appropriate blouse or shirt (for female employees).
5. The following attire shall be prohibited when performing official functions inside the workplace:
- Gauzy, transparent or net like shirt or blouse;
 - Sando, strapless or net like shirt or blouse;
 - Micro mini skirt
6. Please be reminded that pursuant to CSC Memorandum Circular No. 19, s. 2020, any violation of the provisions of dress code shall be considered as a ground for disciplinary action for violation of Reasonable Office Rules and Regulations under the Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (EO 292).
7. For more information and inquiry on this memorandum, you may contact the Administrative Officer V (Administrative Services) at telephone nos. 083-2283742.
8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RULES PROHIBITION

RJS/DM- reiteration on the wearing of prescribed deped uniforms and office attire
0000/February 27, 2024



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