



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 18, 2024

REGION MEMORANDUM
AD-2024-016

REITERATION ON THE WEARING OF PRESCRIBED UNIFORM AND IDENTIFICATION CARD OF ALL TEACHING AND NON-TEACHING PERSONNEL IN ALL PUBLIC SCHOOLS, REGION AND DIVISION OFFICES

To: Schools Division Superintendents
Asst. Schools Division Superintendents
All RO and SDO Functional Division Chiefs
All Other Concerned Personnel

1. Pursuant to Department Memorandum No. 016, s. 2021, titled **Guidelines on the New DepEd National Uniform for Teaching and Non-Teaching Personnel**, this office hereby directs all teaching and non-teaching personnel the adherence of wearing the prescribed office uniform and identification card in all levels of governance, effective immediately.
2. All **Teaching and Non-Teaching Personnel** of the **region and division offices and public schools** must wear the complete prescribed national uniform while attending to queries and concerns for office transactions, rendering classroom instructions and other services related to education in adherence to **CSC Memorandum Circular (MC) No. 19, s. 2000**.
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. 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.
5. Exemption from wearing the prescribed office uniform maybe granted by the Head of the Office, **upon request** for the following personnel only:
 - 5.1 **Medical and Dental staff** who shall wear their profession's uniforms;
 - 5.2 **Janitors, utility and maintenance personnel** who shall wear appropriate working attire as **prescribed and required by the concerned office;**
 - 5.3 **Legal officers, i.e. lawyers/attorneys** whose nature of work requires a different dress code;
 - 5.4 **Personnel with physical disabilities and other legitimate** health reasons;
 - 5.5 **Pregnant employees** who shall wear maternity dresses during their period of pregnancy; and
 - 5.6 **Personnel in mourning** who may wear the appropriate mourning clothes.



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9. The prescribed set of **DepEd national uniform for Non-Teaching personnel** shall be as follows:

For Non-Teaching Personnel

Design E for Female Non-Teaching Personnel	Design E for Male Non-Teaching Personnel
e.1. Blouse: black and tortilla print, neck line, piping and lining in tortilla and black Zipper: option 1. Back 2. side e.2 Pants: black	e.1. Polo: earth tone beige in full buttons embroidery tortilla and light gray and brown combination e.2. Pants: black
Design F for Female Non-Teaching Personnel	Design F for Male Non-Teaching Personnel
f.1. Blouse: light and dark gray combination with piping and lining Zipper: option 1. Back 2. side f.2 Pants: dark gray	f.1. Polo: snow white in full buttons embroidery: light gray, red and dark gray combination f.2. Pants: dark gray pants

10. The **schedule for wearing the prescribed set of uniforms** shall be as follows:

a. **For Teaching Personnel:**

Designs A for Male and Female – Monday
Designs B for Male and Female – Tuesday
Designs C for Male and Female – Wednesday
Designs D for Male and Female – Thursday

b. **For Non-Teaching Personnel:**

Designs E for Male and Female – Monday and Wednesday
Designs F for Male and Female – Tuesday and Thursday

c. Wearing of blazer or coat is optional

d. **Appropriate office uniform as prescribed by the concerned office shall be worn every Friday with identification card.**

11. While **Contract of Service (COS)** personnel engaging services related to clerical task and drivers shall wear the allowed **Designs E and F of Non-Teaching Personnel**, while those who are engaged in maintenance and security must wear a separate appropriate uniform in accordance with their specific services/task as prescribed by the concerned office.

12. The **wearing of Identification Card** is mandatory as contained in **Section 8 (f)** of the **Republic Act No. 9485 (ARTA)** which states that “All employees transacting with the public shall be provided with an official identification card which should visibly worn during office hours”. Likewise, **Section 4, Rule 6 of CSC MC No. 12, s. 2008, re: RA 9485 (ARTA)** and its IRR stipulates that, ... *The information on the identification card, should be easy to read, such that the officials and employees concerned can be identified by the clients.*



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13. The **Region and Division Offices and all public schools** in collaboration with the **Personnel Section/Unit and Administrative Officer II** at the school level shall monitor the compliance of this provision.
14. **Enclosed are** the schedule of **DepEd Uniforms as contained in DM No. 16, s. 2021** and the DepEd Official Identification Cards by status of employment for ready reference.
15. Failure to comply to the Office Rules and Regulations shall be dealt with administratively as contained in Section 50 F (3), Rule 10, 2017 on Administrative Cases in the Civil Service (2017 RACCS).
16. For dissemination, information, and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enc.: As stated

Reference: DepEd Memorandum No. 016, RA No. 9485 (ARTA), CSC MC No. 12, s. 2008 and CSC MC No. 19, s. 2000

Allotment: None

To be indicated in the Perpetual Index under the subject:

HUMAN RESOURCE PERSONNEL

EBA/AD-P/RM/REITERATION ON THE WEARING OF PRESCRIBED UNIFORM AND IDENTIFICATION CARD OF ALL TEACHING AND NON-TEACHING PERSONNEL IN ALL PUBLIC SCHOOLS, REGION AND DIVISION OFFICES /008/March 18, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telephone Nos.: (083) 2288825/ (083) 2281893

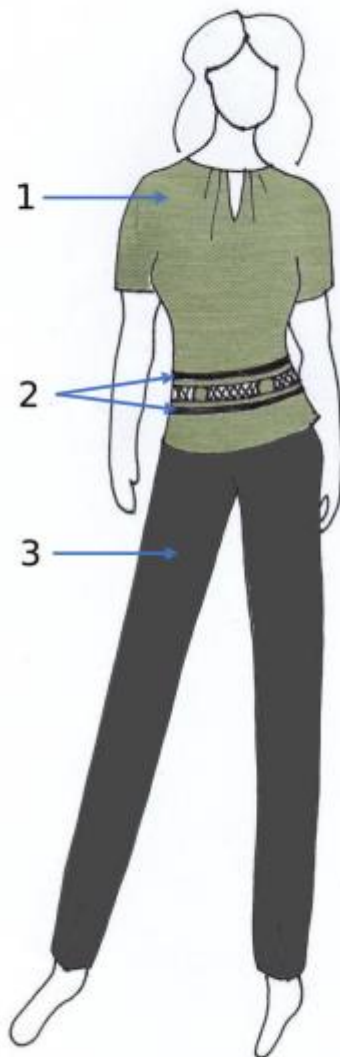
Email Address: region12@deped.gov.ph

Website: depedroxii.org



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Design A
Teaching: Female
Mondays



Neck Line



Back Button



Zipper
Option A: Back
Option B: Sides

Secret Pockets



Zoomed-in Emroidery

Colors:

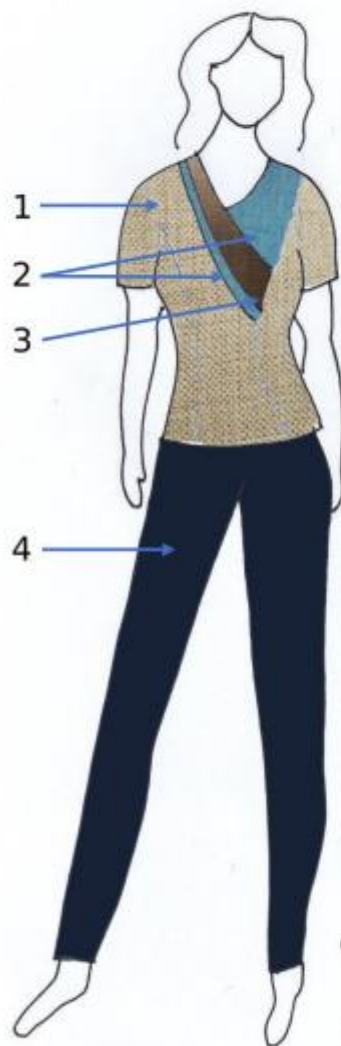
1. Olive Green
2. Dark Gray
3. Charcoal Gray

*Embroidery: Turquoise & Pink



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**Design 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



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Design C
Teaching: Female
Wednesdays



Colors:

1. Light Gray Pattern
 2. Walnut
 3. Charcoal Gray
- *Embroidery: Walnut & Charcoal Gray



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Design D
Teaching: Female
Thursdays



Zoomed-in Stripes
& Piping Details

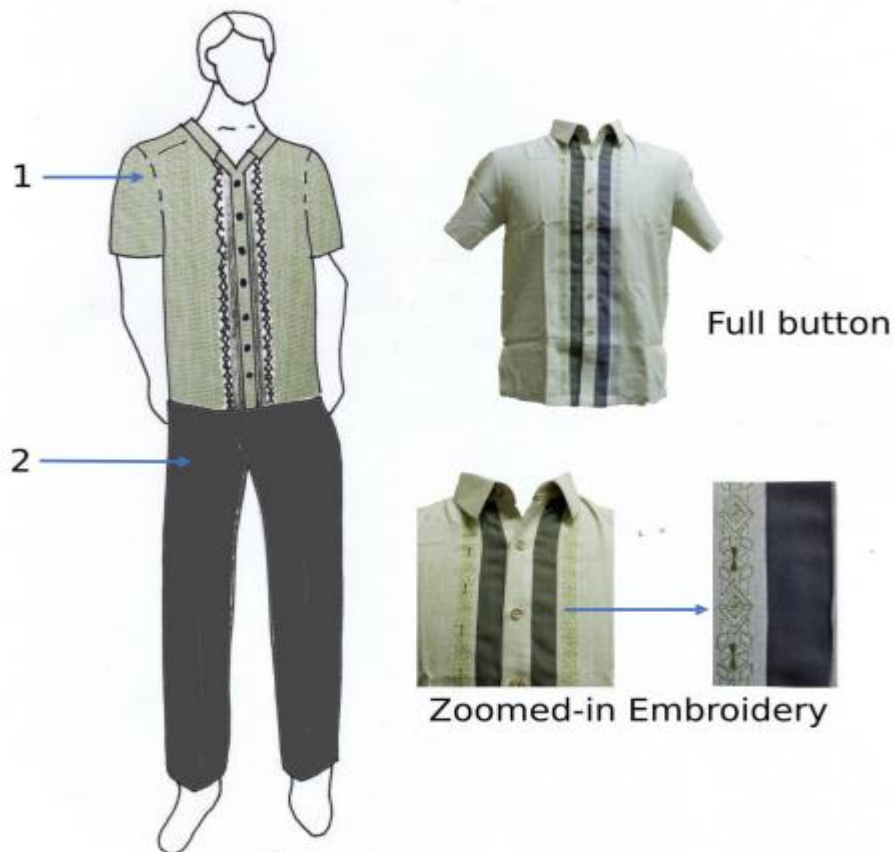
Colors:

1. Light Blue with Eggshell Speckled Pattern
 2. Midnight Blue
- *Stripes - Dark & Light Blue
 - *Piping - Midnight Blue



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Design A
Teaching: Male
Mondays



Colors:

1. Moss
 2. Charcoal Gray
- *Embroidery: Olive & Dark Army Green



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Design B
Teaching: Male
Tuesdays



Colors:

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



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Design C
Teaching: Male
Wednesdays



Colors:

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



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Design D
Teaching: Male
Thursdays



Colors:

1. Light Blue with Eggshell Speckled Pattern
 2. Midnight Blue
- *Stripes - Dark & Light Blue
*Piping - Midnight Blue



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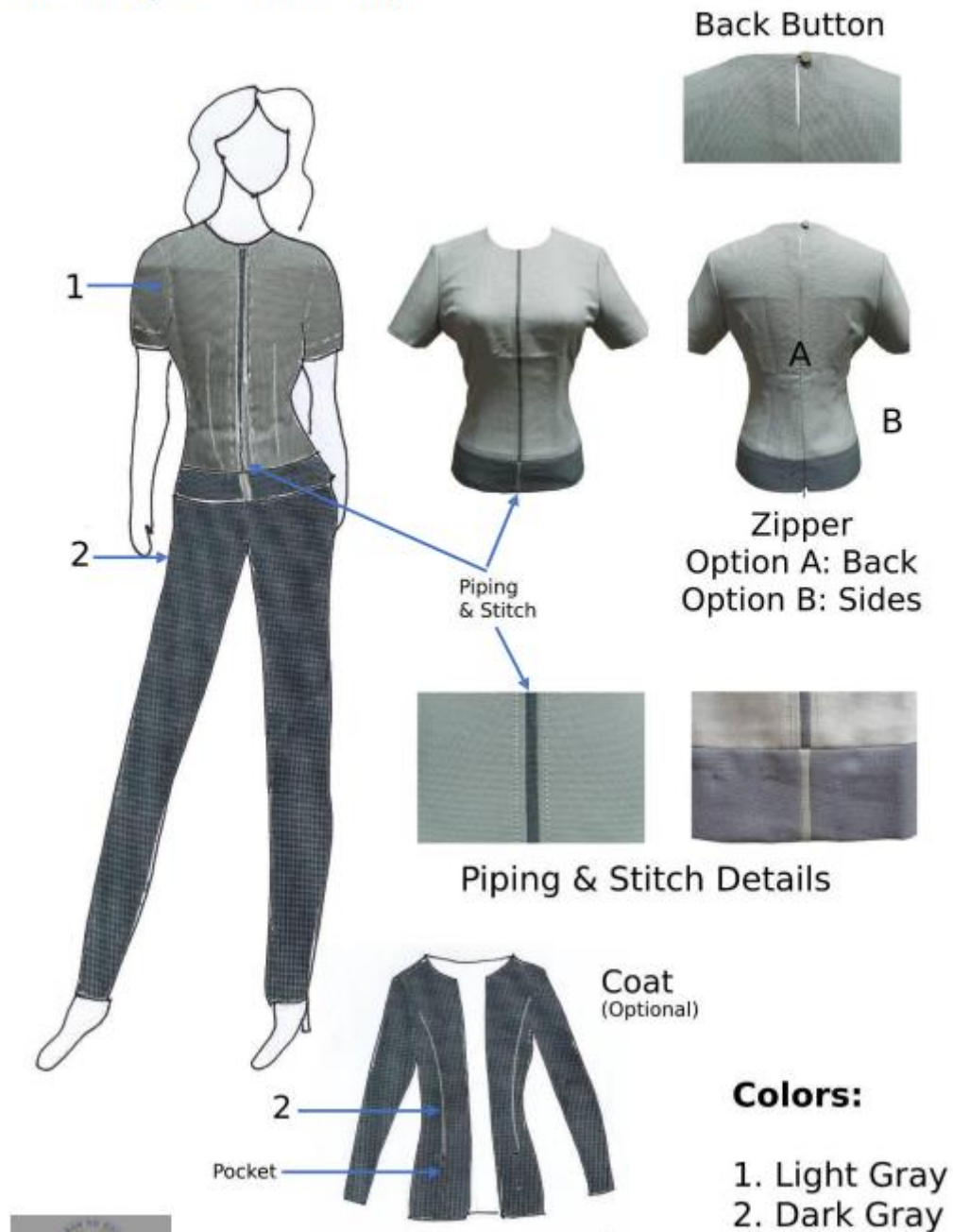
Design E
Non-Teaching: Female
Mondays & Wednesdays





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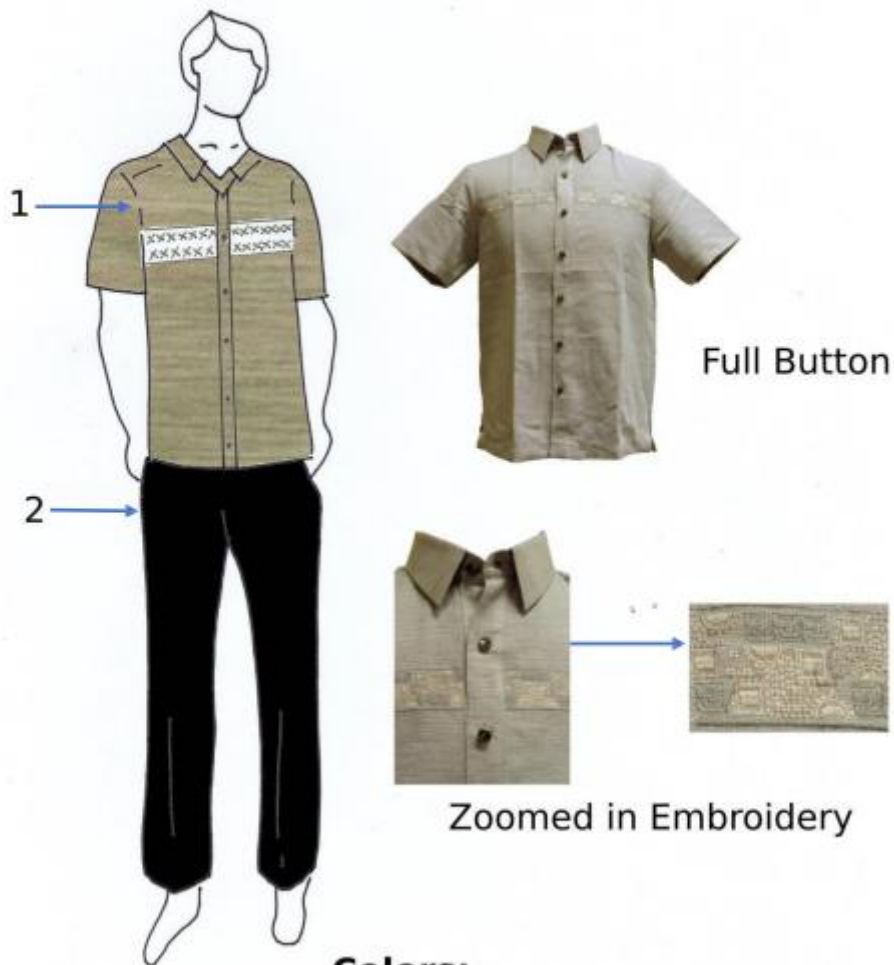
Design F
Non-Teaching: Female
Tuesdays & Thursdays





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Design E
Non-Teaching: Male
Mondays & Wednesdays



Colors:

1. Earth-tone Beige
 2. Black
- *Embroidery: Light Gray & Tortilla



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Design F
Non-Teaching: Male
Tuesdays & Thursdays

**SIZE
OF ID:**



Colors:

1. Snow White
 2. Dark Gray
- *Embroidery: Light Gray, Red & Dark Gray

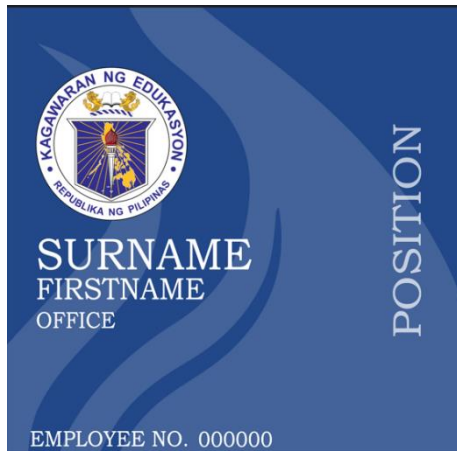
3.8”X5.5”



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**DepED Official
Identification Card
design, Service Marks
and Visual Identity**

SIZE OF ID: 3.8"X5.5"



Blue – Third Level Officials

Red – 1st and 2nd Level Employees

Yellow – Contract of Service/ Job Order Employees

