



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

October 25, 2022

DIVISION MEMORANDUM
 NO. 380, s. 2022

TO: All SDO Personnel

STRICT COMPLIANCE FOR THE PRESCRIBED UNIFORM AND PROPER DRESS CODE

1. In conformance with the provisions of RA 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees) government offices are required to adopt their respective uniforms to maintain modesty and proper decorum.
2. In further compliance with CSC MC 14 and 25 S. 1991 (Dress Code Prescribed for All Government Employees), Division personnel are required to wear the prescribed uniform from Monday to Thursday.
3. During Fridays the following are prescribed to be worn.

Appropriate	Inappropriate
Slacks	Tattered Jeans
Curdoroys/Khakis	Mini Skirts, Dress more than 3 Inches above the knee
Jeans (Free of rip, tears, and fraying, may not be excessively tight or revealing)	Shorts, Leggings, Jogging Pants
Polo collar knit	T-shirt or sweatshirts, Gauzy transparent or net like shirts.
Oxford Shirts	Shirts with writing (other than company logo)
Short-sleeve blouses/Long-sleeve blouses	Blouse with over-plunging necklines
Shirts with Agency Logo	Sleeveless blouses or shirts
Blazers or coats	Crop tops" clothing showing midriffs, spaghetti strands,
Casual, low heel. open back shoes (e g. mule, sling back)	Athletic shoes. tennis shoes, croc-like sandals
Boating or deck shoes, moccasins	Sandals, flip flops, Slippers

4. Other employees like the Medical Officers, Dentists and Nurses should wear their medical uniforms. Utility workers on the other hand, are allowed to wear maong pants and a collared t-shirt with the office logo during their performance of duty.
5. Pregnant employees are allowed to wear dresses or maternity clothes during the period of their pregnancy.



Address: BCS Compound, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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6. Employees who lost a loved one can wear mourning clothes during the period of mourning.
7. Other matters such as hairstyle, growing moustache or beard shall also be observed.
8. The wearing of Office ID is strictly enforced during official hours for easy identification as an employee of the Department.
9. For queries please contact Mrs. Dorothy S. Asingal, Administrative Officer V through this Email tabukcity.admin@deped.gov.ph.
10. Failure to comply with this memorandum shall be acted on accordingly.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent

Admin/ATM/Div.Memo/
DressCode/11/25//2022



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