

DRN: III-FO-HRMDD-PAS-A-COMM-24-03-16012-C

MEMORANDUM

TO : ALL DSWD FIELD OFFICE III PERSONNEL

FROM : THE REGIONAL DIRECTOR

SUBJECT : REITERATION ON THE SCHEDULE OF WEARING THE PRESCRIBED UNIFORMS

DATE : 08 MAR 2024

This is to reiterate the consolidated guidelines regarding the wearing of prescribed uniforms and dress code from the previous Fiscal Year (FY), as we await the finalization and procurement of the new uniform design and materials for FY 2024.

In alignment with the Memorandum issued by our Secretary on April 25, 2023, and the subsequent clarificatory memorandum dated August 18, 2023, the following directives are restated for compliance by all DSWD officials and employees, including Contract of Service (COS) and Job Order (JO) workers:

Day	Male	Female
Monday	<p>Top</p> <ul style="list-style-type: none"> - White Polo with Black Piping - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants - Or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire 	<p>Top</p> <ul style="list-style-type: none"> - White Blouse with Black Piping - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or Skirt - Or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire

	<p>Footwear</p> <ul style="list-style-type: none"> - Black formal shoes are required. 	<p>Footwear</p> <p>Black formal shoes are required.</p>
Tuesday	<p>Top</p> <ul style="list-style-type: none"> - Cassidy Red Polo Barong with Cassidy Red Piping any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire 	<p>Top</p> <ul style="list-style-type: none"> - Cassidy Red Blouse with Cassidy Red Piping any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or Skirt or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire
Wednesday	<p>Top</p> <ul style="list-style-type: none"> - White Polo - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire 	<p>Top</p> <ul style="list-style-type: none"> - White Blouse - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or Skirt Or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire
Thursday	<p>Top</p> <ul style="list-style-type: none"> - Light Blue Polo Barong 	<p>Top</p> <ul style="list-style-type: none"> - Light Blue Blouse

	<ul style="list-style-type: none"> - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire <p>Note: <i>Other shades of blue are allowed for the top as long as the shades are not too dark to closely resemble black</i></p>	<ul style="list-style-type: none"> - any collared formal tops with printed designs/patterns are permitted, provided the dominant color aligns with the specific day's color-coding requirement <p>Bottom</p> <ul style="list-style-type: none"> - Black Pants or Skirt Or other colors such as gray, dark blue, khaki are permitted, provided they are neutral/basic colors and deemed appropriate for business/office attire <p>Note: <i>Other shades of blue are allowed for the top as long as the shades are not too dark to closely resemble black</i></p>
Friday	<ul style="list-style-type: none"> - No assigned uniform; employees must wear smart casual attire suitable for the workplace. - <i>Maong</i> (Jeans) are permitted 	<ul style="list-style-type: none"> - No assigned uniform; employees must wear smart casual attire suitable for the workplace. - <i>Maong</i> (Jeans) are permitted

- ☐ **COS and JO Workers:** May follow the color-coding for Monday to Thursday with black pants/skirt or wear a WHITE formal top with a collar. They are also allowed to wear collared formal tops with printed designs/patterns, provided the dominant color matches the day's color requirement.
- ☐ **Field Operations Attire:** Employees in field/field operations may wear polo shirts following the color coding or the DSWD red vest, with DSWD IDs visibly worn at all times.
- ☐ **Medical Personnel:** Scrub suits are permitted for those working in clinics, centers, or institutions due to the nature of their work.
- ☐ **ID Requirement:** Proper wearing of DSWD IDs in the Department premises is mandatory at all times.

Prohibited Attire:

The following attire is considered inappropriate for the workplace:

- Spaghetti-strapped dresses, tube blouses, sleeveless tops, party dresses, tight-fitting clothing, micro-mini dresses, picnic clothes, leggings, ripped jeans, pedal pushers.
- Open-toe footwear, sandals, and slippers.
- Colorful socks, excessive costume jewelry, and heavy/theatrical make-up.

Violations of these guidelines will be addressed in accordance with DSWD Memorandum Circular (MC) No. 09, series of 2009.

The purpose of this memorandum is to ensure a uniform and professional appearance among all employees, reflecting our collective identity and dedication to service. Your cooperation and compliance with these guidelines are highly appreciated.

Should you have any questions regarding this reiteration or need further clarification, please do not hesitate to reach out to the Human Resource Management and Development Division - Personnel Administration Section via local number 129.

For your information and strict compliance.



DIR. VENUS F. REBULDELA