

DRN: III-FO-HRMDD-A-MC-25-02-07722-S

## MEMORANDUM

**TO** : ALL DSWD PERSONNEL

**FROM** : THE REGIONAL DIRECTOR  
DSWD Field Office III

**SUBJECT** : REVISED DRESS CODE FOR GOVERNMENT OFFICIALS  
AND EMPLOYEES AND REITERATION OF  
CLARIFICATORY MEMORANDUM ON WEARING OF  
UNIFORM AND DRESS CODE

**DATE** : 03 FEB 2025

In compliance with the **Civil Service Commission Memorandum Circular No. 16, Series of 2024**, titled **Revised Dress Code for Government Officials and Employees**, and as part of the Department's efforts to maintain professionalism in the workplace, all officials and employees, including those under Contract of Service (COS) and Job Order (JO) arrangements, are hereby reminded of the dress code guidelines and the necessity of adhering to the provisions as stipulated.

### Scope and Coverage

The Revised Dress Code seeks to promote an environment of professionalism while considering the comfort and practicality of employees' attire based on the nature of their duties. The dress code applies to **all government employees, regardless of their employment status**, and covers all government agencies, including the Department of Social Welfare and Development (DSWD).

Item (VI) of the said CSC Guidelines entitled "Responsibilities of Agency Heads" states that "*Agency heads may **include** in their respective agency **internal guidelines**, the dress code for Contract of Service and Job Order workers in their agencies.*"

As outlined in the Civil Service Commission Memorandum Circular No. 16, Series of 2024, this Revised Dress Code shall apply to **all government officials and employees** including Contract of Service (COS) and Job Order (JO) workers as mandated in DSWD Memorandum Circular No. 09, Series of 2009. It is important that all Personnel strictly observe the prescribed dress code, as this ensures consistency, professionalism, and respect for the office environment.

**Revised Dress Code**

<b>WORK DAY</b>	<b>OFFICIAL ATTIRE</b>	<b>REMARKS</b>
<b>1<sup>ST</sup> Monday</b>	<b>ASEAN-inspired attire</b>	ASEAN-inspired refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines. Item IV (A) Civil Service Commission Memorandum Circular No. 16, Series of 2024
<b>2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Monday</b>	<b>Filipiniana-inspired attire</b>	Filipiniana-inspired refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs, and heritage of the Filipino people. Filipiniana-inspired outfits include pantsuits, blazers, and dresses made from indigenous fabrics, adorned with intricate embroidery and unique details. Item IV (E) Civil Service Commission Memorandum Circular No. 16, Series of 2024
<b>Tuesday</b>	Agency-prescribed office uniform  Men: Cassidy Red Polo Barong Uniform  Women: White Blouse Uniform with Cassidy Red Piping	Clarificatory Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024
<b>Wednesday</b>	Agency-prescribed office uniform  Men: Any White Polo  Women: Any White Blouse	Clarificatory Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024
<b>Thursday</b>	Agency-prescribed office uniform	Clarificatory Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024

	Men: Light Blue Polo Barong Uniform  Women: Light Blue Blouse Uniform	
Friday	Smart Casual	Clarificatory Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024  <b>Smart Casual Attire</b> refers to a dress code that is typically comprised of well fitting, neat, and appropriate pieces that are slightly less formal than a business casual or business professional dress code. However, smart casual is much more elevated and put-together than dressing for off-hours and avoids items that are too casual or loose-fitting. Item IV (K) Civil Service Commission Memorandum Circular No. 16, Series of 2024

**REMINDERS:**

**Civil Service Commission Memorandum Circular No. 16, Series of 2024**

1. The agency-prescribed uniform must be appropriate to the workplace and/or duties of the official or employee. For example, long-sleeve polo with jacket or blouse with blazer may be suited for officials and employees working in offices equipped with air conditioning units and with duties that involve processing or review of documents. On the other hand, short sleeve polo shirt or blouse with light clothing material may be suited for employees doing coordinating tasks in open office space.
2. The Anti-Red Tape Act (ARTA) Identification card (ID) forms part of the agency-prescribed office uniform; thus, officials and employees shall wear their IDs during office hours or official duty.

3. Appropriate Dress Code for Onsite and Flexiplace Work Arrangement: In cases where flexiplace work arrangement is implemented, the official/employee shall wear the required dress code. On days when there is no agency-prescribed office uniform, officials and employees shall wear smart casual attire for both onsite and flexiplace work arrangement.

**Illustrative Example of Smart Casual Attire:**

- Tops:** Polo shirts, blouses with collar, blouse/polo, buttoned down polo, buttoned down long sleeves, blazers, or jackets
- Bottoms:** Skirts (length should not be shorter than one inch above the knee), slacks or maong pants.
- Footwear:** Leather/rubber shoes or any appropriate enclosed shoes

**Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024 - CLARIFICATORY MEMORANDUM ON WEARING OF UNIFORM AND DRESS CODE:**

1. If the uniform is unavailable, the following color-coding scheme for both male and female personnel shall be observed, paired with the appropriate pants or skirt:

WORKDAY	COLOR-CODING
Tuesday	Collared Top in Shades of Red/Pink
Wednesday	White/Off-white Collared Top
Thursday	Collared Top in Shades of Blue

2. Should the uniform or attire following color-coding scheme will not be available on the scheduled workday, personnel shall wear white/off-white collared top instead, paired with the appropriate pants or skirt.
3. Female personnel may wear a collarless color-coded blouse/dress provided that it is worn with a collared blazer of any color. For example, should a female personnel wear collarless white/off-white blouse partnered with any colored blazer on a Wednesday, no **Department Violation Ticket (DVT)** will be issued as she is compliant to the dress code.

However, should a female personnel wear collarless black blouse partnered with a white blazer on said day, a DVT will be issued to her for not complying to the uniform/dress code.

4. Pants must be slacks or chinos in black, gray, dark blue, khaki, brown, taupe, white or similar shades which colors apply also to skirts and both must be accepted as office or business casual attire.
5. Collared tops with printed designs/patterns are allowed, provided that the dominant color of the top is white/off-white or the color-coding requirement for the specific day.
6. Wearing of single-colored plain socks in whichever color preferred by the personnel and **closed shoes** must be strictly observed.
7. Conventional **low-cut sneakers** usually of leather, suede or canvas material that are usually worn as business casual attire are considered as one of appropriate closed shoes.

On the other hand, rubber or mesh shoes that are no longer considered as business casual/formal attire (i.e. basketball shoes, running shoes or any footwear with resemblance of a rubber/mesh shoes) are NOT ALLOWED.

8. **LGBTQ+ individuals may wear the uniform/dress code based on their gender preference.**

## **DRESS CODE FOR FRIDAYS**

1. Fridays are considered "Wash Day"; however, appropriate office attire, in the form of **smart casual**, must still be worn.
2. Maong pants are allowed, provided they are not ripped jeans.
3. Rubber or mesh shoes as long as **closed-toe shoes**, and patterned/colorful socks are allowed.

## **PROHIBITED ATTIRE AND OTHER PROHIBITIONS - Civil Service Commission Memorandum Circular No. 16, Series of 2024**

Pursuant to **Section 8, Rule VI of the Rules Implementing RA No. 6713**, the wearing of the following shall be prohibited for all government officials and employees when performing official functions within the designated workplace and during virtual meetings:

- **Collarless T-shirt**
- **Blouses with over-plunging necklines**

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- Backless top/plunged back top
- Sleeveless
- See-through clothing
- Gauzy, transparent, or net-like clothing
- Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
- Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
- Ripped jeans
- **Short pants**
- **Sandals, slippers, and slip-ins exposing the toes**
- Excessive jewelry, except for special occasions and during official celebrations
- Heavy or theatrical makeup, except for those engaged in the performing arts
- Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

**EXEMPTIONS - Civil Service Commission Memorandum Circular No. 16, Series of 2024**

The following exemptions may be allowed:

1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but not limited to the uniformed personnel xxx... and those who are performing field work;
2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

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## REQUEST FOR EXEMPTION

CSC Guidelines is clear that in case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the agency head, through the Human Resource Management Office, **at least fifteen (15) days prior or whenever possible, for approval.** If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

### **ADDITIONAL GUIDELINES: Civil Service Commission Memorandum Circular No. 16, Series of 2024**

#### **Field Operations Personnel:**

Authorized to wear polo shirts adhering to the color coding or the DSWD Red Vest. DSWD IDs must be visibly worn at all times.

#### **Medical Personnel:**

Employees assigned to clinics, centers, or institutions may wear scrub suits suitable for the nature of their duties.

### **COMPLIANCE: Memo from the Undersecretary and Chairperson of the DSWD Uniform Committee dated October 29, 2024 - CLARIFICATORY MEMORANDUM ON WEARING OF UNIFORM AND DRESS CODE:**

All DSWD personnel, including COS and JO workers, are expected to strictly comply with the prescribed dress code. The Management will conduct periodic checks to ensure adherence.

Respective Heads of Offices, Bureaus, Services, and Units (OBSE shall be responsible for ensuring the compliance of their staff.

Any violation of the dress code/prescribed uniform shall be dealt with in accordance with **Paragraph 3, Section IV of DSWD Memorandum Circular No. 9, series of 2009** or the Dress Code, as follows:

*"xxx ...*

*Any Department personnel who violates said rules without justifiable cause shall be subject to disciplinary action as follows:*

***First Violation - WRITTEN WARNING***

***Second Violation - REPRIMAND***

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***Third Violation - initiation of an appropriate administrative case or TERMINATION of contract/engagement.”***

The observance of this dress code promotes not only respect for national policies but also a sense of unity and professionalism in our workplace. Let us all commit to maintaining a proper and presentable appearance that reflects our dedication to our roles and our service to the public.

For any clarifications, please contact the HRMDD – PAS via local 129.

For your information and strict observance.



**DIR. VENUS F. REBULDELA**

amb/vcm