



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
SFHS Compound, Misamis St., Bago Bantay, Quezon City



September 6, 2010

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/ District Supervisors
Elementary/ Secondary Principals
Officers In-Charge
Heads of Administrative Units
All National & City Paid Employees

Subject: WEARING OF OFFICIAL / PROPER AGENCY UNIFORMS

It has been observed that Administrators, Teachers and Non-Teaching Personnel (City & National paid) of various schools and offices of this Division are not complying with the wearing of official/proper agency uniform as prescribed by the DepEd and the Quezon City government.

In view hereof, this Office reiterates its order pursuant to DepEd Order No. 21, s. 2007 "Prescribing the DepEd Uniform for Teachers and Non-Teaching Personnel" dated April 13, 2007 and Quezon City Government Memorandum on its re: Guidelines on the Wearing of Official/ Proper Agency Uniforms dated January 8, 2008.

In compliance with the foregoing, all above-mentioned officials, personnel and employees are hereby ordered to strictly abide with the provisions thereof. Non-compliance thereto shall be dealt with administratively and sanction be imposed in accordance with Sec. 22-C (Violation of Reasonable Offenses, Rules & Regulations), Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292)

Attached are DepEd Order No. 21, s. 2007 and the Quezon City Government Memorandum dated January 8, 2008.

Strict compliance with this memorandum is desired.

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Incl.:

As stated



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

APR 13 2007

DepED ORDER
No. 21, s. 2007

**PRESCRIBING THE DEPED UNIFORM FOR TEACHERS
AND NON-TEACHING PERSONNEL**

**To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services, Centers and Heads of Units
Schools Division/City Superintendents
Vocational Schools Superintendents/Administrators
Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned**

1. In line with prescribing a uniform for the teaching and non-teaching personnel of the Department of Education (DepED), the following rules are hereby set for compliance of all concerned:

- a. There shall be one national uniform which shall be worn on Mondays. The uniform designs for the females and males are hereto attached as Enclosure Nos. 1 and 2, respectively;
- b. There shall be a regional uniform to be worn on Tuesdays, to be chosen by the regional uniform committee, a division uniform to be worn on Wednesdays to be chosen by the division uniform committee, and a school uniform to be worn on Thursdays to be chosen by the school uniform committee. Consequently, the regional and division offices shall select their respective set/s of uniform for the day/s wherein there is no prescribed regional/division uniform;
- c. Regional offices, division offices, and schools with existing office/school uniforms are not required to have a new set of uniform for their respective offices/schools;
- d. The Central Office shall have its own sets of uniforms to be worn on Tuesdays, Wednesdays and Thursdays;
- e. Fridays shall be wash days;
- f. There shall be a small embroidery of the DepED logo (torch only) on the left side/collar of the blouse or polo;
- g. The prescribed uniform designs shall be implemented for two (2) school years, SY 2007-2008 and 2008-2009; and
- h. The uniform committee shall be composed of members representing the different sectors within the locality/school.

The following personnel are exempt from wearing the prescribed uniform:

- a. Medical and Dental staff wear the appropriate medical/dental attire except on Mondays when they are required to wear the prescribed national uniform;
- b. Janitors, utility and maintenance personnel shall be assigned appropriate uniforms;
- c. Legal officers, i.e. lawyers, on days when they are scheduled to appear in court where a different dress code is required;
- d. Teachers and employees with physical disabilities and other legitimate health reasons;
- e. Pregnant female employees are allowed to wear maternity dresses during the period of their pregnancy; and
- f. Teaching and non-teaching staff who are in mourning are allowed to wear the appropriate mourning clothes.

3. Teaching and non-teaching personnel are allowed to adjust or modify the design of the prescribed uniform, i.e. long sleeves instead of short sleeves, to conform with the requirements of their religious affiliation or creed or any legitimate practice related thereto.

4. The full clothing and uniform allowance in the amount of Four Thousand Pesos (PhP4,000.00) shall be released in cash to the individual DepED official and employee.

5. The mode of procuring the uniform materials shall be decided by the central/regional/division/school uniform committee and the principle of transparency shall be strictly observed. However, it is encouraged that such procurement be made from or through the teachers' cooperatives and/or associations and the DepED teacher and employee shall be given the option to make their own arrangements with regards to the sewing/tailoring services.

6. Schools officials who occupy third level positions embraced by the Career Executive Service, are not required to wear the prescribed uniform.

7. This Office would like to emphasize that it has not authorized any supplier as the exclusive distributor of the prescribed uniforms nor of the textile materials.

8. Strict compliance of this Order is enjoined. Non-compliance to and deliberate defiance of this Order shall be dealt with administratively after due process resulting to the imposition of sanctions pursuant to Section 22.C (Violation of Reasonable Office Rules and Regulations), Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).

9. For the guidance and compliance of all concerned.

Encls.:

As stated

References:

DepEd Order: Nos. 1, s. 2002, 24, s. 2003 and 13, s. 2004)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCE
EMPLOYEES
POLICY

Teacher
UNIFORM

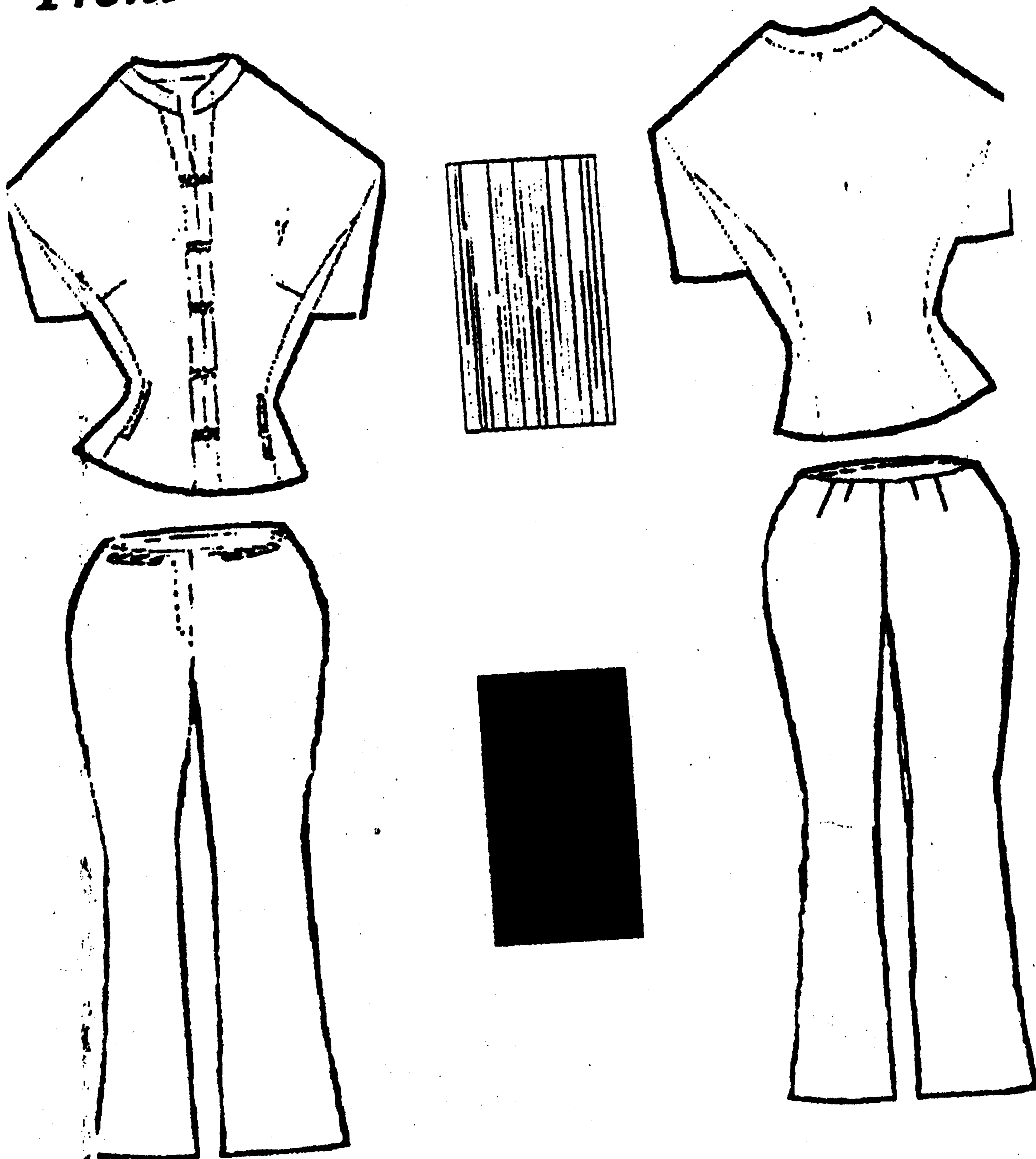

JESLI A. LAPUS
Secretary

(Enclosure No. 1 to DepED Order No. 21, s. 2007)

National Level Design (Female)

Front View

Back View



BLOUSE

Name of Fabric : BRIANNA (Light Canary Yellow)
Kind of Fabric : Linen Material, Colorfast and Wrinkle Free
Description : A light canary yellow blouse with a light blue stripe, short and tailored sleeves comes with a subtle cut of Chinese collar. A cutting in front with a bias loop opening and a pocket add details on the blouse.

PANTS

Name of Fabric : Edinburgh (Light Olive)
Kind of Fabric : Fine Washable Wool, Colorfast and Wrinkle Free
Description : A light olive straight cut slacks with two pockets in front.

Exclusively Designed for DepED by:

DON - DON'S GARMENT

131 Hagdang Bato Townhomes F. Ortigas St. Mandaluyong City 1550, Philippines

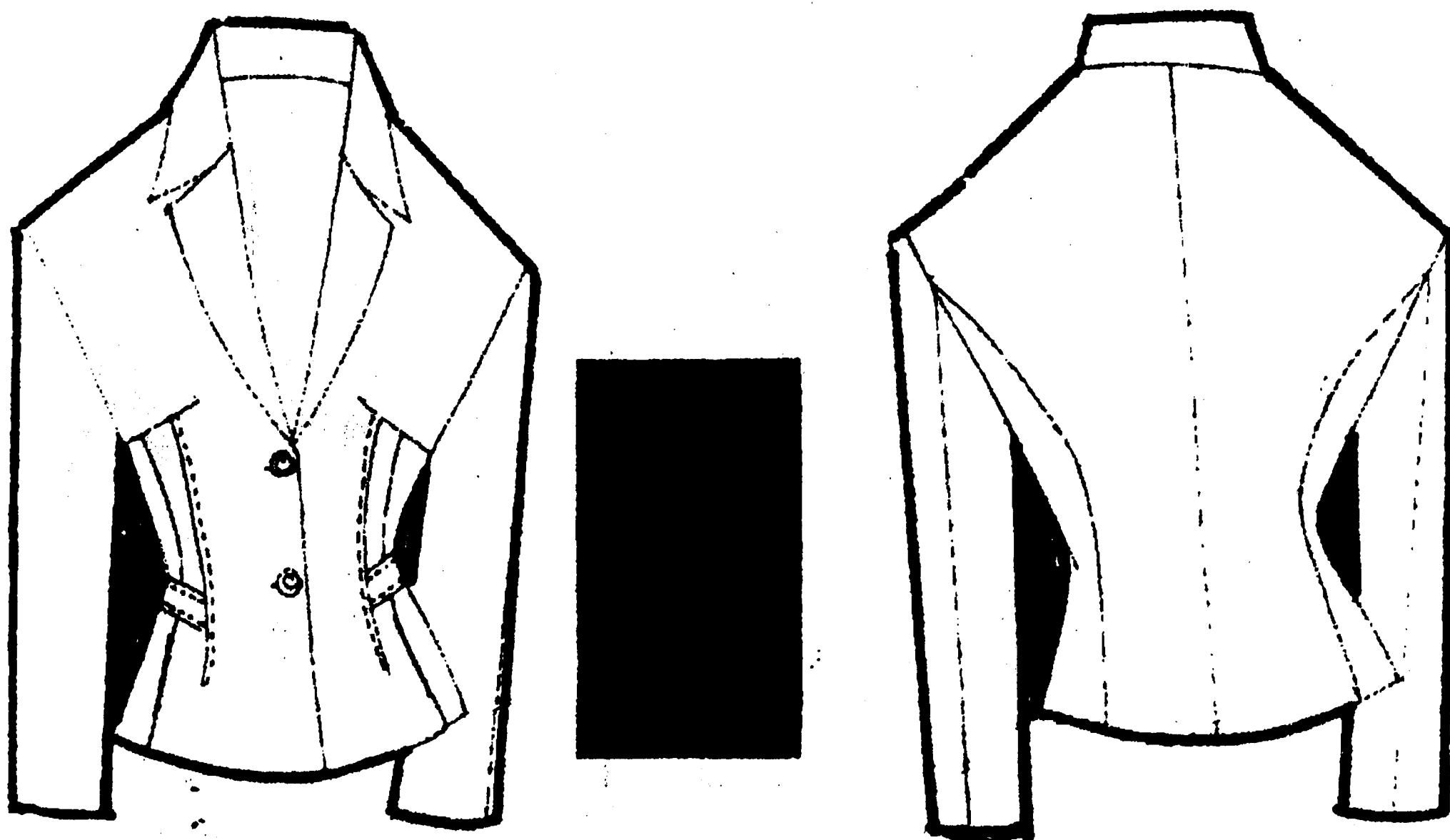
Contact Persons : NILDA M. EDQUILANG / ANNE CAROLYN E. ERALO

Cell Nos 09196277463 - 09195052787

National Level Design (Female)

Front View

Back View



BLAZER (OPTIONAL)

Name of Fabric : Edinburgh (Light Olive Green)
Kind of Fabric : Fine Washable Wool, Colorfast and Wrinkle Free
Description : A light olive green blazer, long and coat sleeves, sports collar, highlighted with details in front and vertical pocket.

Exclusively Designed for DepED by:

DON - DON'S GARMENT

131 Hagdang Bato Townhomes F. Ortigas St. Mandaluyong City 1550, Philippines

Contact Persons : NILDA M. EDQUILANG / ANNE CAROLYN E. EBALO

Cell Nos. 09196277663 - 09195052787

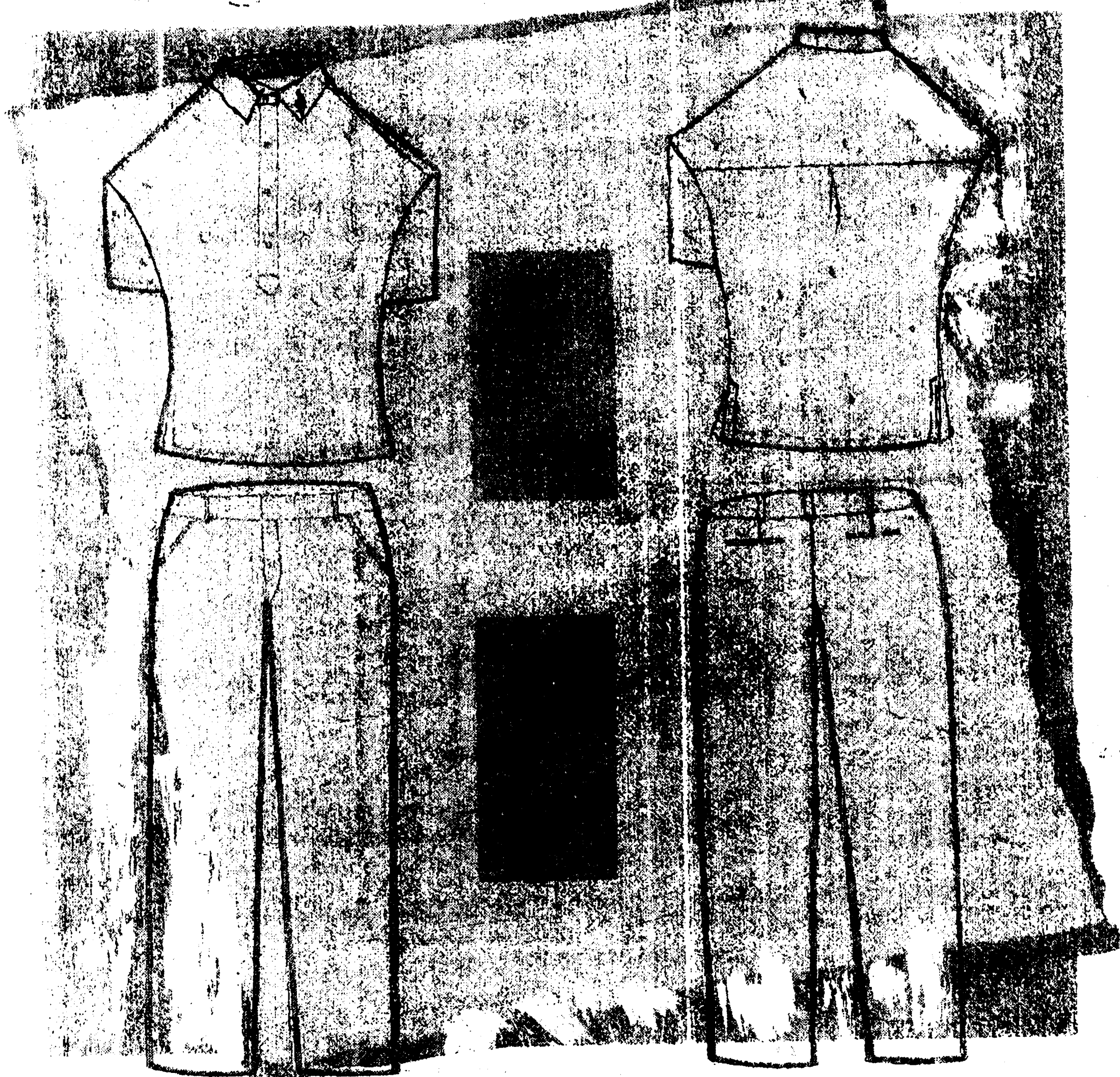
Tel No. (02) 5321294 Telefax No. (02) 7192767

Email Address : trendy_tees@yahoo.com.ph

ational Level Design (Male)

Front View

Back View



POLO BARONG

Name of Fabric : DKNY (Avocado Green)
 Kind of Fabric : Cotton Polyester, Colorfast and Wrinkle Free
 Description : An avocado green barong half opened, with an embroidered leaf design scattered all over the body.

PANTS

Name of Fabric : EDINBURGH (Light Olive Green)
 Kind of Fabric : Fine Washable Wool, Colorfast and Wrinkle Free
 Description : A plain light olive green pants with folded hemline.

Exclusively Designed for DepED by:

DON -- DON'S GARMENT

131 Hagdang Bata Townhomes P. Ortigas St. Mandaluyong City 1550, Philippines

Contact Persons : NILDA M. EDQUILANG / ANNE CAROLYN S. EBALO

Cell Nos. 09196277663 - 09195032787

Tel No (02) 5321294 Telefax No. (02) 7192767

Email Address : trendy_tees@yahoo.com.ph

MALE

Monday	Tuesday	Wednesday	Thursday	Friday
1. white short sleeved polo barong; 2. black slacks; 3. black leather shoes	1. green short sleeved polo barong; 2. black slacks; 3. black leather shoes	1. orange short sleeved polo barong; 2. black slacks; 3. black leather shoes	1. blue short sleeved polo barong; 2. black slacks; 3. black leather shoes	casual wear (no sleeveless T-shirts) rubber shoes

5. For contractuels, the above sets of uniforms may be worn or they may wear the following from Monday thru Thursday:

FEMALE	MALE
1. white blouse 2. black pants or skirt 3. closed black shoes or closed black sandals	1. white polo or polo barong 2. black slacks 3. black leather shoes

Their office attire during Fridays (wash days) shall be the same as those prescribed for regular personnel

6. Disciplinary Action

Consistent with pertinent CSC rules, violation of this agency regulations shall be ground for administrative disciplinary action, as follows:


Light offense:

1 st offense	Reprimand
2 nd offense	Suspension from one (1) day to thirty (30) days
3 rd offense	Dismissal

7. Monitoring

The City Personnel Office, in coordination with department/office heads shall conduct random checks and inspection visits to various offices to monitor/check compliance with provisions of this memorandum.

For compliance.


 FELICIANO BELMONTE, JR.
 City Mayor

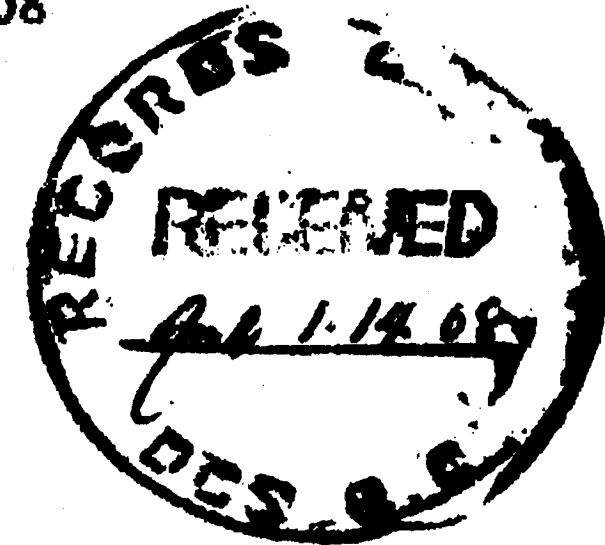


*Republika ng Pilipinas
Lungsod ng Quezon*

January 8, 2008

MEMORANDUM to:

All City Officials
All Employees
Quezon City Government



**SUBJECT: Guidelines on the Wearing of
Official/Proper Agency Uniforms**

In connection with the wearing of the official / proper Agency Uniforms, the following guidelines are hereby reiterated:

1. Elective Officials are exempted from the wearing thereof;
2. Wearing of uniforms shall be optional for all key city officials (Heads only);
3. Employees belonging to the following groups shall wear uniforms prescribed by their respective heads and those not mentioned hereunder but with proposed design/cuts submitted to the City Personnel Office on September of last year:
 - 3.1 Medical; corps/rescue team;
 - 3.2 Traffic enforcers/ security personnel/ appraisers;
 - 3.3 Maintenance personnel/ laborers/ demolition crew;
 - 3.4 Those in mourning/those on the family way;
 - 3.5 Legal Officers
4. For regular plantilla employees, the following sets of uniforms shall continue to be worn:

FEMALE

Monday	Tuesday	Wednesday	Thursday	Friday
1. white with yellow and blue striped blouse with elbow-length sleeves; 2. black straight-cut knee-length skirt or black pants; 3. black closed shoes or black closed sandals	1. yellow with blue striped blouse with elbow-length sleeves; 2. black straight-cut knee-length skirt or black pants; 3. black closed shoes or black closed sandals	1. orange with blue striped blouse with elbow-length sleeves; 2. black straight-cut knee-length skirt or black pants; 3. black closed shoes or black closed sandals	1. blue with yellow striped blouse with elbow-length sleeves; 2. black straight-cut knee-length skirt or black pants; 3. black closed shoes or black closed sandals	any smart casual wear (no slippers)

MISSION : *It is our mission to provide quality service which will make Quezon City an ideal community where people live, work and do business in a hospitable progressive and peaceful environment.*

VISION : *The Quezon City Government envisions itself to be: A model of effective governance and responsible leadership, working in partnership with the citizenry in building a Quality Community.*