



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 09
Series of 2009

SUBJECT: Dress Code

I. Rationale

Pursuant to the norms of conduct laid down by Republic Act 6713 or the "Code of Conduct and Ethical Standards of Public Officials and Employees" and following Civil Service Commission Memorandum Circular No. 14, series of 1991, or the "Dress Code Prescribed for All Government Officials and Employees", it is important that public servants uphold proper decorum in public service and the dignity of public office.

Excellence, professionalism, and skill can be manifested not only on how public service is delivered, but also on how public servants present themselves to the public. While adhering to the said policies, the Department of Social Welfare and Development (DSWD) should as well establish its corporate identity and image as the social welfare arm of the government.

In the light of these, prescribed herein is the dress code of the DSWD personnel.

II. Coverage

All Department personnel¹, whether permanent, casual and contractual employees as well as those employed by the Department through Memorandum of Agreement (MOA) or Contract of Service and those engaged as on-the-job trainees (OJT) and the like.

III. Guidelines

1. The office uniforms prescribed by the Department shall be the official attire of employees and shall be worn in accordance with the schedule (Monday to Thursday-prescribed office uniform). There is no assigned uniform for Fridays, however, employees must come to work in clothes appropriate to the workplace.
2. On the days that employees are exempted from wearing the prescribed office uniform and for Department personnel who are not provided with uniforms, they must come to work in business/corporate attire or smart casual attire, such as but not limited to the following:
 - Dresses
 - Knee length skirts

¹ The term "personnel" is used because this Circular covers not only employees (which technically refers to regular personnel only) but other people engaged through various arrangements (e.g. MOAs, OJTs) who report to DSWD office premises according to agency prescribed work hours.

- Dress pants/slacks
 - Jeans
 - Blouses
 - Polos
 - Collared shirts
 - Dress shirts
3. For security reasons and to be separately recognized from the clients, the ID card shall be part of the official attire of all Department personnel and should be worn within office premises.
 4. Attire which is contrary to generally accepted concept of business/corporate attire is not allowed in the workplace. Examples of these are party/picnic/mall clothes, sandals, round collared t-shirts, tight fitting clothes, revealing outfits (low necklines and short hemlines), micro-minis, walking shorts, pedal pushers, leggings, tights, jogging pants and the like. Consistent herewith, wearing of bandannas, hats, and curlers is prohibited. Likewise, male employees are prohibited to wear earrings.
 5. It is recognized that maong pants/jeans have evolved from its lowly origins considering the variety of designs and colors now associated with it. Therefore, wearing of jeans is permitted provided they are of conservative colors and design subject to the following conditions:
 - that it is paired with a decent top (e.g. collard shirts, polos, blouses) in which case it becomes smart casual attire;
 - when no uniform is prescribed;
 - if nature of work of the employee involves physical labor or mainly performed in the field/field operations;
 6. Closed shoes shall be the standard footwear of all Department personnel within office premises. Anything resembling house slippers, rubber sandals or beach footwear, judas sandals, garden variety bakya are not allowed. Slip-ons (step-in) which are suitable for formal occasions may be worn provided they are congruent with the prescribed uniform and appropriate business/corporate attire.
 7. In line with the edict that government employees should always lead modest lives, any accessory or attire such as but not limited to flashy jewelry, gaudy ornaments, excessive make-up, etc., that will indicate extravagance or ostentatious display of wealth is prohibited.
 8. Exemptions to the above are allowed under the following circumstances:
 - Nature of work wherein an employee must wear other appropriate clothing; e.g. scrub suits, collared/corporate t-shirts while on field work, when doing manual labor, etc.
 - Religious affiliations or creed or any practice in relation thereto (e.g. tirong or tutub among Muslims);
 - Circumstances like pregnancy, mourning or the like;

- Physical disabilities, injuries (including the foot), illness, or the like;
- As declared by the Undersecretary for General Administration and Support Services Group in the Central Office and/or Regional Directors in the Field Office. (e.g. extreme weather condition);
- When attending multi-day activities or special occasions outside office premises such as but not limited to trainings, celebrations, ceremonies, conferences, international or high level gatherings;
- Other similar/analogous circumstances to any of the aforementioned.

IV. Enforcement, Violations and Penalties

All Heads of Offices/Bureaus/Services/Units (OBSUs) shall be responsible for the strict implementation of this guideline in their respective offices. The Personnel Management Division (at Central Office) and Personnel Units (at Field Offices) shall be responsible in the regular monitoring on the compliance to this guideline. A monitoring tool shall be disseminated for the purpose.

The use of progressive disciplining² by HOBS or Division Chiefs shall be applied for those employees who do not comply. However, should this fail, then an administrative case may be filed against the employee following the usual process.

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


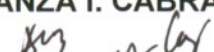
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| First violation | - written warning |
| Second violation | - reprimand |
| Third violation | - initiation of appropriate administrative case or termination of contract/engagement. |

Issues/clarifications regarding this circular shall be addressed to the Undersecretary for GASSG for resolution.

V. Effectivity

This Order shall take effect immediately and supersedes previous orders inconsistent herewith.

Issued this 11th day of May 2009.


DR. ESPERANZA I. CABRAL
 Secretary 



 MASG/CAA/cys

² DSWD Administrative Order No. 14, series of 2004 indicates the process by which progressive disciplining is to be undertaken.