



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet 2601



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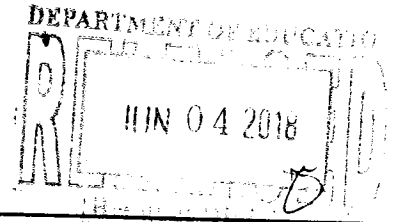
DIVISION MEMORANDUM

No. 111 s. 2018

Date: 30 May 2018

REITERATION OF POLICIES ON THE WEARING OF PRESCRIBED UNIFORM AND WEARING OF IDENTIFICATION CARD (ID)

To: All Personnel, this Division, both Teaching and Non-Teaching
 All Public Schools and Learning Centers
 All Others Concerned



1. Uniform for Teaching and Non-Teaching Personnel

- 1.1 Pursuant to DepEd Memorandum No. 063, series of 2018, the National Uniforms for Teaching and Non-Teaching Personnel for School Year 2018-2019 shall remain the same as that of SY 2016-2017.
- 1.2 The prescribed official uniform designs are stipulated in DepEd Memorandum No. 84, s. 2016 entitled Additional Guidelines on the DepEd National Uniforms for Teaching and Non-Teaching Personnel. As provided for by Enclosure No. 2 to DepEd Memorandum No. 84, s. 2016, the table below shows the Schedule of Wearing DepEd National Uniforms.

	MALE Teaching & Non-Teaching	FEMALE	
		Teaching (including Principals)	Non-Teaching
SET A (Mondays/Wednesdays)	Polo: White (half button) Pants: Dark gray or black	Blouse: Pink Pants: Dark gray	Blouse: Green Pants: Dark gray or black
SET B (Tuesdays/Thursdays)	Polo: Off-white (half button) Pants: Dark gray or black	Blouse: Beige Pants: Black	Blouse: Blue Pants: Dark gray or black

Note: Appropriate office clothes may be worn on Fridays.

- 1.3 Pursuant to DepEd Memorandum No. 60, s. 2016 entitled Guidelines on the DepEd National Uniforms for Teaching and Non-Teaching Personnel, the DepEd underscores the following:
 - 1.3.1. Only the approved national uniforms should be used by both teaching and non-teaching personnel. There shall be no regional and schools divisions uniforms to have uniformity across all offices.
 - 1.3.2. The following personnel are **exempted from wearing the prescribed uniforms**:
 - i. School officials who occupy third level positions in the Career Executive Service;
 - ii. Medical and dental staff who shall wear their profession's uniforms;
 - iii. Janitors, utility workers, and maintenance personnel who shall wear appropriate working attire;
 - iv. Legal officers, whose nature of work requires a different dress code;

- v. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
- vi. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
- vii. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes.

1.4 For more information and guidance please refer to the following DepEd Memos:

- i. DepEd Memorandum No. 063, s. 2018
- ii. DepEd Memorandum No. 84, s. 2016
- iii. DepEd Memorandum No. 60, s. 2016

2. Wearing of Employee Identification Card (ID)

2.1 Pursuant to Republic Act No. 9485, "Anti-Red Tape Act of 2007" - All employees transacting with the public shall be provided with an official identification card which **should be visibly worn during office hours.**

2.2 Section 4, Rule VI of CSC MC No. 12, s. 2008 re: IRR of ARTA provides that xxxxxxxx. The information on the identification card should be easy to read, such that the officials and employees concerned can be identified by the clients. For certain agencies where an identification card is not provided, the officers and employees must wear nameplates or other means of identification.

2.3 Identification Card (ID) forms part of the official uniform/appropriate office attire. Thus, it must be worn at all times while on official duty.

3. Disciplinary Action for Non-Compliance

3.1 Non-compliance to and deliberate defiance of said Order is an administrative offense and shall be dealt with administratively 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); DepEd Order No. 49, s. 2006; RA No. 9485; and CSC MC No. 12, s. 2008.

4. For your information, guidance and strict compliance.



MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent