



MC No. 14, s. 1991

MEMORANDUM CIRCULAR

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS
AND AGENCIES OF THE NATIONAL/LOCAL
GOVERNMENTS, INCLUDING GOVERNMENT-
OWNED AND/OR CONTROLLED CORPORATIONS
WITH ORIGINAL CHARTERS**

**SUBJECT : DRESS CODE PRESCRIBED FOR ALL
GOVERNMENT OFFICIALS AND EMPLOYERS**

In line with the provisions of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and in order to maintain modesty and proper decorum in the civil service, the Civil Service Commission, being the central personnel agency of the Government, hereby prescribes the following as the Dress Code for all government officials and employees in the government services when reporting for work, thus:

1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire of all government officials and employees which shall be worn in accordance with the assigned schedule.

2. On those days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately, preferably business clothes but no party attire, picnic clothes, sandals nor t-shirts should be worn at work.

3. The use of tightfitting, seductive, micro-mini and gauzy/flimsy/transparent dresses by female employees shall be prohibited.

4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. However, pantaloons or such other pants worn for formal occasions are allowed.

5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebration.

6. Wearing of heavy or theatrical make-up is likewise prohibited.

7. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed.

8. It is likewise considered taboo to use curlers, turbans and bandannas during office hours and within office premises.

In the implementation of this Circular, exemptions may be allowed on the following reasons:

1. when by the nature of work of the employees concerned, they necessarily must wear other appropriate clothing;

2. religious affiliation or creed or any practice in relation thereto;

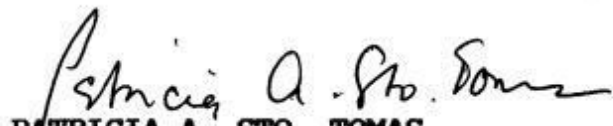
3. physical disabilities;

4. other analogous circumstances of any of the afore-mentioned.

Any violation of this Circular shall be considered as a ground for disciplinary action.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

For strict compliance.


PATRICIA A. STO. TOMAS
Chairman

April 23, 1991

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