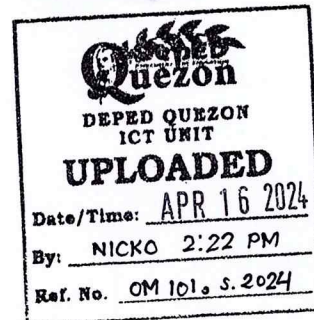




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



12 April 2024

**OFFICE MEMORANDUM**  
 OM No. 101, s. 2024

**ALTERNATE UNIFORM FOR TEACHING AND NON-TEACHING PERSONNEL**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section/Unit Heads  
 SDO Personnel  
 All Others Concerned

Pursuant to **DepEd Memorandum-OUHROD-2024-0662** titled **Alternate Uniform For Teaching And Non-Teaching Personnel**, allowing more comfortable clothing due to the increasing heat index across the country, this Office requires all SDO QUEZON personnel to maintain clean and appropriate attire in the workplace.

All employees must adhere to the following Dress Code Policy to ensure a professional and respectful work environment. The prescribed color during the work week is as follows:

DAY	COLOR
MONDAY	WHITE
TUESDAY	NAVY BLUE
WEDNESDAY	GREEN
THURSDAY	LIGHT BROWN
FRIDAY	FREE STYLE(ANY COLOR)

For information, guidance and strict compliance.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

Admam04/12/2024

DEPEDQUEZON-TM-SDS-04-010-005



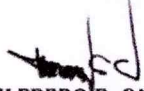
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0662**

**TO :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :**   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-In-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** **ALTERNATE UNIFORM FOR TEACHING AND NON-TEACHING PERSONNEL**

**DATE :** April 11, 2024

With the intention of allowing more comfortable clothing due to the increasing heat index across the country, **all DepEd teaching and non-teaching personnel are hereby permitted to wear, as an alternate uniform, any of the following:**

1. Any existing collared DepEd polo shirt used during official events and activities (e.g., Brigada Eskwela, Palarong Pambansa, Oplan Balik Eskwela, Regional/Division/School Conferences, etc.); or
2. White collared polo shirt with DepEd and MATATAG logo (a sample of which is provided in the enclosure)

Any of the above-mentioned options must be paired with matte black pants of any fabric/textile (e.g., slacks, jeans, cargo pants), provided that all personnel must still conform with the relevant rules prescribed under Civil Service Commission (CSC) Memorandum Circular (MC) No. 19, s. 2000 otherwise known as the "Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace", whereby leggings, tights, and jogging pants are prohibited.

The wearing of the said alternate uniform shall be allowed until such time that a memorandum is issued superseding this issuance.

**For immediate dissemination and strict compliance.**



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