



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 265 s. 2024

To: All Schools Division Superintendents
 All Assistant Schools Division Superintendents

WEARING OF THE PRESCRIBED UNIFORM FOR SCHOOLS DIVISION SUPERINTENDENTS (SDSs) AND ASSISTANT DIVISION SUPERINTENDENTS (ASDSs)

1. This is in reference to the attached MEMORANDA DM-OUHROD- 2024-0354 dated March 1, 2024 from Dir. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Wearing of the Prescribed Uniform for Schools Division Superintendents (SDSs) And Assistant Division Superintendents (ASDSs).
2. This Office reiterates the Republic Act No. 6713 (*Code of Conduct and Ethical Standards for Public Officials and Employees*) and the Civil Service Commission Memorandum Circular No. 14, s. 1991 (*Dress Code Prescribed for All Government Officials and Employees*) on the wearing of uniform.
3. Attached is the unnumbered Memorandum signed by Usec. Michael Wesley T. Poa dated February 4, 2024 directing all SDSs and ASDSs to regularly wear the prescribed uniform for Third Level Official from **Monday to Thursday effective April 1, 2024**, particularly, in the performance of their functions during attendance to official events, meetings, and conferences, even if it falls on a Friday.
4. The Office of the Undersecretary for Human Resource and Organizational Development through the Bureau of Human Resource and Organizational Development–Employee Welfare Division will be monitoring the implementation of the wearing of the prescribed uniform.
5. For information, guidance and strict compliance.

TOLENTINO G. AQUINO

for Director IV

Encl.: As Stated

References: As Stated

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

APPOINTEES

OFFICIALS

UNIFORM

AD/PS/hfa/RM_WearingofPrescribedUniformforThirdLevelOfficials

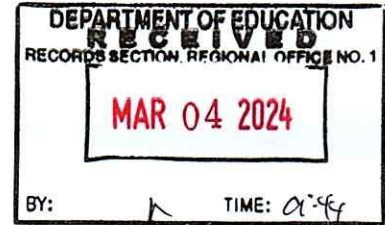
March 5, 2024





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0354

FOR : 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 : WEARING OF THE PRESCRIBED UNIFORM FOR SCHOOLS DIVISION SUPERINTENDENTS (SDSs) AND ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS (ASDSs)

DATE : 01 March 2024

Republic Act No. 6713 otherwise known as the *Code of Conduct and Ethical Standard for Public Officials and Employees* and the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 1991 on the *Dress Code Prescribed for All Government Officials and Employees*, requires all government offices to adopt their respective office uniforms for their officials and employees.

In connection with the unnumbered Memorandum signed by Undersecretary Michael Wesley T. Poa, dated February 6, 2024, all **SDSs** and **ASDs** shall regularly wear the prescribed uniform for Third Level Officials from **Monday to Thursday, effective April 1, 2024**.

Said officials shall wear the prescribed uniform in the performance of their functions especially during attendance to official events, meetings, and conferences, even if it falls on a Friday.

The **Office of the Undersecretary for Human Resource and Organizational Development** through the **Bureau of Human Resource and Organizational Development- Employee Welfare Division** shall monitor the implementation of the wearing of the prescribed uniforms.

The **Office of the Assistant Secretary for Operations** shall coordinate with the Regional Directors on the availment of the prescribed uniform's fabric and design.

For teaching and non-teaching personnel, a separate memorandum will be issued.

For immediate dissemination and compliance.

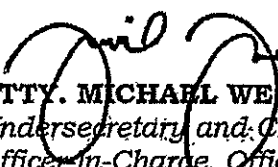




Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

FROM :  **ATTY. MICHAEL WESLEY T. POA**
*Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance*

SUBJECT : **WEARING OF THE PRESCRIBED UNIFORM FOR THIRD LEVEL
OFFICIALS**

DATE : 06 February 2024

Republic Act No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 1991 on the *Dress Code Prescribed for All Government Officials and Employees*, requires all government offices to adopt their respective office uniforms for their officials and employees.

In this connection, all members of the **Executive Committee and Bureau/Service Directors, Assistant Directors, Regional Directors, and Assistant Regional Directors** shall regularly wear the prescribed uniform for Third Level officials from **Monday to Thursday, effective March 1, 2024.**

Said officials shall wear the prescribed uniform in the performance of their functions especially during attendance to official events, meetings, conferences, even if it falls on a Friday.

For other Third Level officials such as the Schools Division Superintendents (SDSs) and Assistant Schools Division Superintendents (ASDSs), a separate memorandum will be issued.

For immediate dissemination and compliance.