

November 13, 2024

MEMORANDUM ORDER

No. 314
 series 2024

SUBJECT: WEARING OF OFFICIAL DRESS CODE

In the interest of the service and pursuant to Memorandum dated May 14, 2024 from the Office of the Undersecretary for Administration of the Department of Agriculture, all employees are hereby instructed to wear the new prescribed office uniforms as scheduled and official identification card:

OFFICIAL AND PROPER DRESS CODE

1. Permanent Personnel

Schedule	MALE	FEMALE
Monday	<ul style="list-style-type: none"> Gala Uniform (Barong) Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Gala Uniform (Blouse) Slacks/office pants or knee-length/long skirt Appropriate footwear
Tuesday	<ul style="list-style-type: none"> Official DA-BPI White collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI White collared shirt Slacks/office pants or knee-length/long skirt Appropriate footwear
Wednesday	<ul style="list-style-type: none"> Official DA-BPI Green collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI Green collared shirt Slacks/office pants or knee-length/long skirt Appropriate footwear
Thursday	<ul style="list-style-type: none"> Official DA-BPI Khaki collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI Khaki collared shirt Slacks/office pants or knee-length/long skirt Appropriate footwear
Friday	<ul style="list-style-type: none"> Wash Day 	<ul style="list-style-type: none"> Wash Day

2. Contract of Service (COS) and Job Order (JO)

Schedule	MALE	FEMALE
Monday	<ul style="list-style-type: none"> Official DA-BPI White collared shirt or white collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI White collared shirt or white collared shirt, Blouse, collared, dress Slacks/office pants or knee-length/long skirt Appropriate footwear
Tuesday	<ul style="list-style-type: none"> Official DA-BPI White collared shirt or white collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI White collared shirt or white collared shirt, Blouse, dress Slacks/office pants or knee-length/long skirt Appropriate footwear
Wednesday	<ul style="list-style-type: none"> Official DA-BPI Green collared shirt or green collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI Green collared shirt or green collared shirt, blouse, dress Slacks/office pants or knee-length/long skirt Appropriate footwear
Thursday	<ul style="list-style-type: none"> Official DA-BPI Khaki collared shirt or khaki collared shirt Slacks/suit pants/trousers Appropriate footwear 	<ul style="list-style-type: none"> Official DA-BPI Khaki collared shirt or khaki collared shirt, blouse, dress Slacks/office pants or knee-length/long skirt Appropriate footwear
Friday	<ul style="list-style-type: none"> Wash Day 	<ul style="list-style-type: none"> Wash Day

*Note: COS and JO may opt to acquire the DA-BPI official uniforms

2. Exempted from wearing prescribed Dress Code

- Officials with Third Level Positions; and
- Pregnant employees.

3. Field and Laboratory Workers and Quarantine Officers

- During Flag Raising/Lowering and registration of respective time attendance in the Bioscrypt/Bundy clock, field and laboratory personnel shall be in proper dress code.
- Field and Laboratory Workers whether permanent or non-permanent can change to clothing suited for their working area per the safety guidelines of their respective offices while working.

- The National Plant Quarantine Services Division (NPQSD) Personnel or Plant Quarantine Officers and Inspectors may wear their designated official uniform when on duty.

4. Prohibited Attire during Wash Day or Suspension of Wearing Official Uniform

- Ripped or tattered jeans/pants;
- Tight or revealing clothing (plunging necklines, midriff-revealing crop tops, sheer fabrics, mini and above-knee skirts and dresses);
- Short outfits;
- Sleeveless blouses except when wearing blazers and coats;
- T-Shirts and shirts with offensive or discriminatory messages;
- Inappropriate office attire/outfits

Non-wearing of the prescribed Dress Code shall constitute the following administrative sanctions for violation of Reasonable Office Rules:

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| 1 st offense: | Reprimand |
| 2 nd offense: | Suspension from office for one (1) to thirty (30) days |
| 3 rd offense: | Dismissal |

This order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

Done this 15th day of November 2024.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director