



February 4, 2025

MEMORANDUM ORDER

No. 53
series 2025

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/trousersFormal black shoes	<ul style="list-style-type: none">Gala Uniform (Blouse)Slacks/office pants or knee-length/long skirtFormal black shoes
Tuesday	<ul style="list-style-type: none">Official DA-BPI Green collared shirtSlacks/suit pants/trousersClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)	<ul style="list-style-type: none">Official DA-BPI Green collared shirtSlacks/office pants or knee-length/long skirtClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
Wednesday	<ul style="list-style-type: none">Official DA-BPI Khaki collared shirtSlacks/suit pants/trousersClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)	<ul style="list-style-type: none">Official DA-BPI Khaki collared shirtSlacks/office pants or knee-length/long skirtClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
Thursday	<ul style="list-style-type: none">Official DA-BPI White collared shirtSlacks/suit pants/trousersClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)	<ul style="list-style-type: none">Official DA-BPI White collared shirtSlacks/office pants or knee-length/long skirtClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)

Friday	<ul style="list-style-type: none"> • DA or any collared shirts • Decent pants/jeans • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes) 	<ul style="list-style-type: none"> • DA or any collared shirts • Slacks/office pants or knee-length/long skirt • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
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2. Contract of Service (COS) and Job Order (JO)

Schedule	MALE	FEMALE
Monday	<ul style="list-style-type: none"> • Gala Uniform (Barong) or any white barong or collared shirt • Slacks/suit pants/trousers • Formal black shoes 	<ul style="list-style-type: none"> • Gala Uniform (Blouse) or any white blouse or collared shirt • Slacks/office pants or knee-length/long skirt • Formal black shoes
Tuesday	<ul style="list-style-type: none"> • Official DA-BPI Green collared shirt or any green collared shirt • Slacks/suit pants/trousers • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes) 	<ul style="list-style-type: none"> • Official DA-BPI Green collared shirt or any green collared shirt • Slacks/office pants or knee-length/long skirt • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
Wednesday	<ul style="list-style-type: none"> • Official DA-BPI Khaki collared shirt or any khaki collared shirt • Slacks/suit pants/trousers • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes) 	<ul style="list-style-type: none"> • Official DA-BPI Khaki collared shirt or any khaki collared shirt • Slacks/office pants or knee-length/long skirt • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
Thursday	<ul style="list-style-type: none"> • Official DA-BPI White collared shirt or any white collared shirt • Slacks/suit pants/trousers • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes) 	<ul style="list-style-type: none"> • Official DA-BPI White collared shirt or any white collared shirt • Slacks/office pants or knee-length/long skirt • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
Friday	<ul style="list-style-type: none"> • DA or any collared shirts • Decent pants/jeans • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes) 	<ul style="list-style-type: none"> • DA or any collared shirts • Slacks/office pants or knee-length/long skirt • Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)

*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:

1st offense: Reprimand

2nd offense: Suspension from office for one (1) to thirty (30) days

3rd offense: Dismissal

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

Done this 7th day of February 2025.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director