



February 18, 2025

MEMORANDUM ORDER

No. 75
series 2025

SUBJECT: WEARING OF OFFICIAL DRESS CODE

In the interest of the service and pursuant to Memorandum dated January 2, 2025 from the Office of the Secretary of the Department of Agriculture, all employees are hereby instructed to wear the new prescribed office uniforms as scheduled and official identification card:

1. Schedule of Wearing Official Dress Code

Schedule	MALE	FEMALE
Monday	<ul style="list-style-type: none">Gala Uniform (Barong)Slacks/suit/pants/trousersFormal black shoes <p><i>*Gala Uniform is not yet available, for the meantime wear white barong or collared shirt</i></p>	<ul style="list-style-type: none">Gala Uniform (Blouse)Slacks/office pants or knee-length/long skirtFormal black shoes <p><i>*Gala Uniform is not yet available, for the meantime wear white blouse or collared shirt</i></p>
Tuesday	<ul style="list-style-type: none">Official DA-BPI Green collared shirtSlacks/suit, pants/trousers or maong pants¹Closed-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 skirt/maong pantsClosed-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/trousers or maong pantsClosed-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 skirt/maong pantsClosed-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/trousers or maong pantsClosed-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 skirt/maong pantsClosed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)

¹ Maong pants – a pair of non-ripped and well-fitting jeans (not skin tight or too baggy)

EFFECTIVITY DATE: AUGUST 15, 2023

FORM NO: BPI-QMS-KMT-F1

REVISION NO.: 5

Friday	<ul style="list-style-type: none">• DA-BPI or any collared shirts• Slacks/suit, pants/trousers or maong pants• Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)	<ul style="list-style-type: none">• DA-BPI or any collared shirts• Slacks/office pants or knee-length/long skirt/maong pants• Closed-toe shoes (such as doll shoes, loafers, espadrilles, topsiders, sneakers and leather shoes)
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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 and Other Prohibitions

- Collarless T-Shirts
- Blouses with over-plunging necklines
- Backless top/plunged back top
- Sleeveless
- See-through clothing
- Gauzy, transparent or net-like clothing
- Sando, tank-tops, halters or strapless of spaghetti-strap blouse (unless worn as under shirt)
- Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
- Ripped jeans
- Short pants
- Sandals, slippers and slip-ins exposing the toes
- Excessive jewelry, except for special occasions and during official celebrations
- Heavy or theatrical makeup, except for those engaged in the performing arts
- Other clothes and accessories analogous for the foregoing which are inappropriate while performing official duties and functions.

5. Wearing of ARTA Identification Cards

The Anti Red-Tape Act (ARTA) Identification Card (ID) forms part of the agency-prescribed office dress code. Hence, officials and employees shall wear their IDs during office hours or official duty.



6. ASEAN-Inspired Attire²

The official attire of government officials and employees shall include the Filipiniana-inspired attire and ASEAN -inspired attire.

Working Days		Official Attire
Monday	First	ASEAN-inspired
	Second-Fourth	Filipiniana-inspired

The wearing of ASEAN and Filipiniana-inspired uniform is held in abeyance pending the formulation and adoption of internal rules and procedures on this.

7. Wearing of Official Dress Code of Contract of Service (COS) and Job Order (JO) Personnel

The Contract of Service (COS) and Job Order (JO) personnel are required to wear the Official Dress Code either by purchasing the same set of dress code of permanent employees or follow the color coding. The cost of the dress code shall be personally shouldered by the COS/JO personnel.

8. Monitoring of Compliance

Division/Center Chiefs and Heads of Offices through their designated officer are directed to monitor the compliance of their staff/employees with the official dress code. A monthly report of non-compliance shall be submitted to the Human Resources Section starting on **March 3, 2025 and every first Monday of the month thereafter** for appropriate action.

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 20th day of February 2025.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

² ASEAN-inspired refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.



SAMPLE DRESS CODE

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