



MC No. 16, s. 2024

## MEMORANDUM CIRCULAR

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Revised Dress Code for Government Officials and Employees**

Pursuant to **CSC Resolution No. 2400766** promulgated on **29 August 2024**, the CSC adopts the **Revised Dress Code for Government Officials and Employees (Revised Dress Code)** as follows:

### I. BACKGROUND AND RATIONALE

The CSC, as the central personnel agency of the Philippine Government, is mandated to develop policies, standards, and programs that promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service.

In this light, the CSC upholds the importance of instilling a sense of pride and identity among government officials and employees which can be manifested through, among others, by wearing proper attire or dress code when performing official functions.

Through CSC Resolution No. 973334 promulgated on 7 July 1997, the CSC authorized the heads of NGAs, LGUs, GOCCs with original charters, and SUCs to issue, adopt, and implement rules and regulations governing the wearing of proper attire or uniform for their respective workforce, subject to the guidelines prescribed in the CSC MC No. 14, s. 1991.

Subsequently, the CSC adopted the *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*, through CSC Resolution No. 002515 dated 31 October 2000 and CSC MC No. 19, s. 2000, to clarify the provisions of the dress code policy in government, which institutionalized the wearing of "*Filipiniana*" attire every Monday and the Gender Advocacy program of the CSC.

In 2004, the Legislature passed RA No. 9242 or the Philippine Tropical Fabrics (PTF) Law which prescribes the use of Philippine tropical fabrics purchased from local sources for official uniforms of government officials and employees and for the purposes which require the use of fabrics in government offices and functions. Its

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Amended Implementing Rules and Regulations (IRR) was approved on 14 July 2023 and circularized through CSC MC No. 7, s. 2023 to address gaps in the implementation of the PTF Law.

In 2020, the CSC with the Department of Health (DOH) and the Department of Labor and Employment (DOLE) issued Joint Memorandum Circular No. 1, s. 2020 or the “Occupational Safety and Health (OSH) Standards for the Public Sector” to prescribe government agencies to observe OSH standards in the workplace to promote safe and healthy working conditions.

In 2022, the CSC adopted the “Policies on Flexible Work Arrangements in the Government” pursuant to CSC Resolution No. 2200209 promulgated on 18 May 2022 and circularized through CSC MC No. 6, s. 2022, to provide government agencies with adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.

In view of the foregoing, the existing rules and regulations on appropriate dress code of public servants need to be updated in order to conform to the emerging trends and social issues such as gender discrimination, disability and social inclusion, and to harmonize and align with pertinent laws and policies affecting the performance of duties and functions of government officials and employees.

## **II. OBJECTIVES**

The adoption of the **Revised Dress Code** aims to achieve the following:

### **A. General Objective**

To update the rules and regulations on the appropriate dress code for government officials and employees when performing official functions inside and outside the office premises in order to adapt to the emerging needs and social issues and to harmonize and align with policies pertinent to the performance of duties and functions.

### **B. Specific Objectives**

1. To serve as a guide for government agencies in prescribing the dress code for officials and employees whether working onsite or under flexible working arrangements;
2. To address issues of gender discrimination in the workplace by allowing officials and employees to wear appropriate office attire that conforms to their sexual orientation and gender identity and/or expression; and
3. To enhance employee engagement leading to heightened employee morale and increased productivity.

### III. SCOPE AND COVERAGE

The Revised Dress Code shall apply to all government officials and employees regardless of employment status, whether appointive or elective, in all government agencies and instrumentalities, namely: constitutional bodies; departments, bureaus, and agencies of the NGAs; GOCCs with original charters; LGUs; and SUCs.

### IV. DEFINITION OF TERMS

The following terms as used in this Policy shall be defined as follows:

- A. **ASEAN-inspired** refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.
- B. **Cisgender** refers to a term used to describe a person whose gender identity corresponds with the sex the person was identified as having at birth.<sup>1</sup>
- C. **Employment Status** refers to the status of appointment issued to an official or employee, which may be permanent, temporary, substitute, coterminous, fixed term, contractual, casual, or provisional.
- D. **Excessive jewelry** refers to wearing an unusually large amount of jewelry or wearing jewelry that is perceived as too flashy, ostentatious, or overwhelming for a particular occasion, outfit, or personal style.
- E. **Filipiniana-inspired** refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs, and heritage of the Filipino people. Filipiniana-inspired outfits include pantsuits, blazers, and dresses made from indigenous fabrics, adorned with intricate embroidery and unique details.
- F. **Gender Identity** refers to a person's internal sense of being male, female, some combination of male and female, or neither male nor female.<sup>2</sup>
- G. **Gender Expression** refers to the physical and behavioral manifestations of one's gender identity,<sup>3</sup> e.g., name, pronouns, clothing, haircut, behavior, voice, or body characteristics.
- H. **Heavy theatrical makeup** refers to makeup techniques and products that are specifically designed for stage performances, theatrical productions, or other dramatic presentations where the goal is to create highly visible and exaggerated facial features that can be seen from a distance by the audience. This type of makeup is often characterized by its boldness, intensity, and

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<sup>1</sup> "cisgender." Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/cisgender> (21 September 2023).

<sup>2</sup> "gender identity". Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/gender%20identity> (21 September 2023).

<sup>3</sup> "gender expression". Merriam-Webster. (2023). <https://www.merriam-webster.com/dictionary/gender%20expression> (21 September 2023).

exaggerated features, which help actors convey their characters and emotions effectively under stage lighting and from a distance.

- I. **Occupational Safety and Health Standards** refer to the set of rules, guidelines and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health.<sup>4</sup>
- J. **Personal Protective Equipment** refers to the appropriate protective equipment and clothing for eyes, face, hands and feet, such as but not limited to overalls, head covering, goggles, gloves, aprons, respirators, lifeline, safety belt/harness, protective shields, and barriers whenever necessary by reason of the hazardous work process or environment, chemical or radiological, or other mechanical irritants, or hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical agent.<sup>5</sup>
- K. **Smart Casual Attire** refers to a dress code that is typically comprised of well-fitting, neat, and appropriate pieces that are slightly less formal than a business casual or business professional dress code. However, smart casual is much more elevated and put-together than dressing for off-hours and avoids items that are too casual or loose-fitting.<sup>6</sup>
- L. **Transgender** refers to a person whose gender identity differs from the sex the person was identified as having at birth.<sup>7</sup>
- M. **Workplace** refers to the office, premises or work site, where the workers are habitually employed and shall include the office or place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.<sup>8</sup>

## V. POLICIES

### A. General Policies

1. **Official Attire.** The official attire of government officials and employees shall include the Filipiniana-inspired attire, ASEAN-inspired attire, and agency-prescribed office uniform, including smart casual attire, which shall be worn in accordance with their assigned schedule as follows:

<b>Working Days</b>		<b>Official Attire</b>
<i>Monday</i>	<i>First</i>	<i>ASEAN-inspired</i>

<sup>4</sup> Item (IV)(13) of CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health [OSH] Standards for the Public Sector).

<sup>5</sup> Section 6 and Rule 1096.05 of the Occupational Safety and Health Standards (OSHS), as amended.

<sup>6</sup> "smart casual". (2023). The Street.com. <https://www.thestreet.com/lifestyle/what-is-smart-casual-1477797> (21 September 2023).

<sup>7</sup> "transgender". (2023). Merriam-Webster.com. <https://www.merriam-webster.com/dictionary/transgender> (21 September 2023).

<sup>8</sup> Rule 1002 (12) of the OSHS, as amended.

	<i>Second-Fourth</i>	<i>Filipiniana-inspired</i>
<i>Tuesday to Friday</i>		<i>Agency-prescribed office uniform for the day</i>
<i>Weekend</i>		
<i>Days without agency-prescribed office uniform</i>		<i>Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4)</i>

The agency-prescribed uniform must be appropriate to the workplace and/or duties of the official or employee. For example, long-sleeve polo with jacket or blouse with blazer may be suited for officials and employees working in offices equipped with air conditioning units and with duties that involve processing or review of documents. On the other hand, short-sleeve polo shirt or blouse with light clothing material may be suited for employees doing coordinating tasks in open office space.

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

2. Philippine Tropical Fabric Law. Pursuant to the PTF Law<sup>9</sup> and its Amended IRR (CSC MC No. 7, s. 2023), the use of PTF is prescribed for official uniforms of government officials and employees, either for the set of uniforms or a part thereof, but not as a mere clothing embellishment or adornment but also for other purposes that require the use of fabrics in government offices and functions.
3. Occupational Safety and Health Standards (OSHS). Agencies shall provide Personal Protective Equipment in accordance with the requirements of the OSHS, as amended, to employees who are exposed to occupational hazards.<sup>10</sup>
4. Appropriate Dress Code for Onsite and Flexiplace Work Arrangement. In cases where flexiplace work arrangement is implemented, the official/employee shall wear the required dress code. On days when there is no agency-prescribed office uniform, officials and employees shall wear smart casual attire for both onsite and flexiplace<sup>11</sup> work arrangement.

*Illustrative Example of Smart Casual Attire:*

Tops: Polo shirts, blouses with collar, blouse/polo, buttoned down polo, buttoned down long sleeves, blazers, or jackets

<sup>9</sup> An Act Prescribing the Use of Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes.

<sup>10</sup> Item (IV)(E)(7) of CSC-DOLE JMC No. 1, s. 2020 dated 4 March 2020.

<sup>11</sup> *Flexiplace* refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency (CSC MC No. 6, s. 2022).

Bottoms: Skirts (length should not be shorter than one inch above the knee), slacks or *maong* pants<sup>12</sup>

Footwear: Leather/rubber shoes or any appropriate enclosed shoes

- a. Government agencies shall provide the officials and employees the option to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression.
- b. Officials and employees who are transgender may be allowed to dress consistent with their preferred gender expression. In the same manner, cisgender women shall have the option to wear skirts or pants, whichever they are comfortable with.

Accessories may be allowed, such as headbands, turbans, necklaces, scarves, coats, and vests.

- c. The agency-prescribed office uniform shall be approved by the head of the agency in consultation with all its officials and employees.
5. Other Matters. Grooming requirements including hairstyle/haircut or hair color may only be prescribed when it is a legitimate requirement for the job, *i.e.*, safety, professionalism, uniformity or branding, and client preferences. If it will not affect the performance of duties and responsibilities of the official and/or employee, the agency shall not compel them to comply with dress code policy that will prohibit them to conform to their sexual orientation, gender identity, gender expression and sex characteristics. Growing of beard and mustache and the wearing of tattoo and facial/body piercings shall be governed by the internal rules and regulations promulgated by the respective agencies/offices in consultation with all its officials and employees.

## **B. Prohibited Attire and Other Prohibitions**

Pursuant to Section 8, Rule VI of the Rules Implementing RA No. 6713, the wearing of the following shall be prohibited for all government officials and employees when performing official functions within the designated workplace and during virtual meetings:

- Collarless T-shirt
- Blouses with over-plunging necklines
- Backless top/plunged back top
- Sleeveless
- See-through clothing
- Gauzy, transparent, or net-like clothing
- *Sando*, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)

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<sup>12</sup> A pair of non-ripped and well-fitting jeans (not skin-tight or too baggy).

- 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 or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

### C. Exemptions

The following exemptions may be allowed:

1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but not limited to the uniformed personnel in the police,<sup>13</sup> fire,<sup>14</sup> correction, jail, and national mapping services; medical and health personnel; research and laboratory personnel and technicians; and those who are performing field work;
2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the agency head, through the Human Resource Management Office, at least fifteen (15) days prior or whenever possible, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

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<sup>13</sup> RA No. 6975 (DILG Act of 1990) mandating the National Police Commission to prescribe minimum standards for uniforms, insignia, arms and other accoutrements for PNP uniformed personnel.

<sup>14</sup> Bureau of Fire Protection (BFP) MC No. 2019-015 ("Policy on Bureau of Fire Protection [BFP] Standard Uniforms and Accoutrements").

## **VI. RESPONSIBILITIES OF AGENCY HEADS**

Agency heads shall:

1. Upon consultation with the officials and employees, formulate and adopt internal rules and procedures on the implementation of the Revised Dress Code within six (6) months from the date of its effectivity;
2. Evaluate and decide on the request for exemption filed by officials and employee and declare the day/s when the wearing of the agency-prescribed uniform is suspended in accordance with national or local declaration of state of calamity due to natural or man-made disaster in the area or during the celebration/commemoration of national or agency events; and
3. Monitor strict compliance by officials and employees through the Human Resource Management Office with this Policy and related issuances.

Agency heads may include in their respective agency internal guidelines the dress code for Contract of Service and Job Order workers in their agencies.

## **VII. PENALTY**

Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

## **VIII. FUND SOURCES**

Officials and employees shall be granted uniform or clothing allowance per year in the amount authorized by law subject to existing guidelines.

1. For NGAs and SUCs, it shall be charged against the agency budget as authorized under existing laws, rules, and regulations.
2. For GOCCs with original charter, it shall be charged against their respective corporate funds.
3. For LGUs, it shall be charged against their respective local funds subject to the provisions of Sections 325 of R.A. No. 7160 or the "Local Government Code of 1991."

## **IX. REPEALING CLAUSE**

The following policy issuances regarding dress code in the government are hereby repealed:



- CSC Resolution No. 973334 dated 7 July 1997 (CSC MC No. 18, s. 1997) – *Dress Code*
- CSC Resolution No. 002515 dated 31 October 2000 (CSC MC No. 19, s. 2000) – *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*

All other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith are deemed repealed or modified accordingly.


## **X. SEPARABILITY CLAUSE**

If any provision of this Revised Dress Code or the application of such provision to any person or circumstances is declared invalid, the remainder of the policy or the application of such provision to other persons or circumstances shall not be affected by such declaration.

## **XI. EFFECTIVITY**

This Resolution shall take effect after fifteen (15) days from the date of completion of its publication in a newspaper of general circulation or the Official Gazette.

CSC Resolution No. 2400766 dated 29 August 2024 was published in The Philippine Star on 22 November 2024 and shall take effect on 8 December 2024.

  
**ATTY. MARILYN B. BARUA-YAP**  
Chairperson

29 November 2024