

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 245 s. 2024

TO : Schools Division Superintendents

FROM : **JOCELYN DR. ANDAYA**
 Director IV

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

DATE : March 7, 2024

- Enclosed is a copy of Memorandum DM-OUHROD-2024-0354 dated March 1, 2024 of OIC-Undersecretary Wilfredo E. Cabral, relative to the above-captioned subject, for information and guidance.
- In this connection, all SDSs and ASDSs shall regularly wear the prescribed uniform for 3rd Level Officials from Monday to Thursday effective April 1, 2024.
- For immediate dissemination and compliance.



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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.




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.