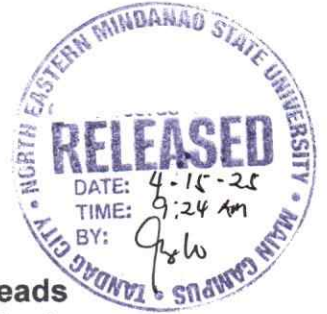




Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0195, s. 2025

**TO: Vice Presidents, Campus Directors, Deans, Unit/Office Heads
All Employees of the University (Teaching and Nonteaching)
All others concerned**

DATE: April 15, 2025

**SUBJECT: POLICY GUIDELINES ON THE IMPLEMENTATION OF CSC
MEMORANDUM CIRCULAR NO. 16, s. 2024, "REVISED DRESS CODE
FOR GOVERNMENT OFFICIALS AND EMPLOYEES"**

Greetings of peace and solidarity!

As approved through Administrative Council Resolution No. 032, s. 2025, this memorandum serves to inform officials and employees of the University on the implementing guidelines of CSC MC No. 16, s. 2025, "Revised Dress Code for Government Officials and Employees."

The policy guidelines shall apply to all NEMSU Officials and Employees, both teaching and nonteaching, regardless of employment status. Those working as Utility/Maintenance Staff, Groundskeeper/Landscaper, Driver/Motorpool Staff, and Waste Management Personnel need not wear the complete attire/dress code but shall at least display a touch of ASEAN or Filipiniana.

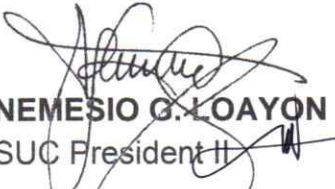
This policy guidelines shall take effect fifteen (15) days (including Saturdays and Sundays) from the completion date of its publication/issuance. Publication will also be made through the University's official social media accounts and website.

Hence, the first Monday for the full implementation of this policy guidelines is on **May 5, 2025**.

For your information and strict adherence. Wide and immediate dissemination of this memorandum to all concerned is highly desired.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President II

Encl.: Policy Guidelines on the Implementation of CSC MC No. 16, s. 2024



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**POLICY GUIDELINES ON THE IMPLEMENTATION OF CSC MEMORANDUM
CIRCULAR NO. 16, s. 2024, "REVISED DRESS CODE FOR GOVERNMENT
OFFICIALS AND EMPLOYEES"**

I. Rationale

CSC Memorandum Circular No. 6, s. 2024 outlines the responsibilities of Agency Heads upon consultation with the officials and employees, to 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 which is December 8, 2024. The 6-month period ends on June 8, 2025.

Further, the agency heads shall be responsible to evaluate and decide on the request for exemption filed by officials and employees 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 monitor strict compliance by officials and employees through the Human Resource Management Office with this Policy and related issuances.

North Eastern Mindanao State University (NEMSU) upholds the importance of instilling a sense of pride and identity among its officials and employees which can be manifested through, among others, by wearing proper attire or dress code when performing official functions.

NEMSU is, through CSC Resolution No. 9733, promulgated on July 7, 1997, authorized 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.

Given the foregoing, the existing rules and regulations on the appropriate dress code of public servants need to be updated to conform to 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.

This policy guidelines seeks to update the rules and regulations on the appropriate dress code for University 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.

The policy guidelines has the following objectives:

1. To serve as a guide for NEMSU 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

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3. To enhance employee engagement leading to heightened employee morale and increased productivity.

II. Scope

The Policy Guidelines on the Implementation of the Revised Dress Code shall apply to all NEMSU Officials and Employees, both teaching and nonteaching, regardless of employment status.

Those working as Utility/Maintenance Staff, Groundskeeper/Landscaper, Drivers/Motorpool Staff, Security Personnel, Janitors/Housekeeping Staff, and Waste Management Personnel need not wear the complete attire/dress code but shall at least display a touch of ASEAN or Barong/Filipiniana.

III. Definition of Terms

As outlined in CSC MC No. 16, s. 2024, the following terms are used 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.
- 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.
- G. **Gender Expression** refers to the physical and behavioral manifestations of one's gender identity, 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 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.

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- 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.
- 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.
- L. Transgender** refers to a person whose gender identity differs from the sex the person was identified as having at birth.
- 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.

IV. Policy Statement

North Eastern Mindanao State University (NEMSU) upholds the highest professionalism, discipline, and decorum standards among its officials and employees. In line with this commitment, the university adopts the **Revised Dress Code Policy** to ensure that all personnel present themselves in a way that reflects dignity, respectability, and adherence to institutional values.

This policy establishes the appropriate attire for university officials and employees during official functions, regular workdays, and special occasions. It aims to **promote professionalism and institutional identity, ensure comfort and practicality, uphold inclusivity and gender sensitivity, and maintain uniformity with Civil Service regulations** and other relevant policies governing state universities.

All university personnel are expected to comply with this policy, except those as specified in the scope of this policy guidelines, and all other exceptions granted only in cases of medical conditions, religious beliefs, or specific job-related requirements. Non-compliance may result in appropriate administrative actions in accordance with university regulations and Civil Service Laws, Rules, and Regulations.

This policy shall take effect on the succeeding Monday, 15 days after issuance of this policy guidelines through a Memorandum from the Office of the President, with dissemination through the University's memo portal, website, and official social media accounts.

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