



Republic of the Philippines  
**North Eastern Mindanao State University**

**V. Procedures**

**A. General Policies**

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

<b>Working Days</b>		<b>Official Attire</b>
Monday	<b>First</b>	ASEAN-inspired
	<b>Second - Fourth</b>	Filipiniana-inspired
Tuesday to Friday Weekend		<b>Agency-prescribed office uniform for the day</b> <b>Tuesday-</b> new blue uniform set <b>Wednesday-</b> recent poloshirt provided <b>Thursday-</b> new pink uniform set <b>Friday-</b> smart casual
Special Occasions or Events of the University or the Community		Smart Casual as defined in this policy guidelines or NEMSU poloshirt. In this case, a memorandum shall be issued by the Office of the President (for University-wide events) or by the Campus Director (for events concerning specific campus only).

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. Occupational Safety and Health Standards (OSHS). The University shall provide Personal Protective Equipment to employees exposed to occupational hazards per the requirements of the OSHS, as amended.
3. Appropriate Dress Code for Onsite and Flexiplace Work Arrangement. In cases where flexible work arrangements are implemented, the official/employee shall wear the required dress code. On days without agency-prescribed office uniforms, officials and employees shall wear smart casual attire for both onsite and flexible work arrangements.

*Illustrative Example of Smart Casual Attire:*

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

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

**Footwear:** Leather/rubber shoes or any appropriate enclosed shoes



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- a. The University shall allow the officials and employees to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression.
- b. Officials and transgender employees may dress consistently and express their preferred gender. Similarly, cisgender women can wear skirts or pants, whichever they are comfortable with.

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

4. Other Matters. Grooming requirements, including hairstyle/haircut or hair color, may only be prescribed when they are legitimate requirements for the job, *i.e.*, safety, professionalism, uniformity or branding, and client preferences.

### B. Prohibited Attire and Other Prohibitions

Under 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)
- 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.

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**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 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. Security personnel whose dress code is under their agency;
7. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
8. Other circumstances analogous to the foregoing.

If the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the Campus Director or President of the University 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 smart casual attire.

**VI. Monitoring and Evaluation**

1. The **Human Resource Management Office (HRMO) of the Campuses** shall oversee the implementation of the Revised Dress Code Policy. College deans, department heads, and unit supervisors/office heads shall ensure compliance within their respective offices.
2. The HRMO, in coordination with the Office of the University President and Campus Directors, shall conduct **random inspections** to assess compliance with the dress code. Supervisors/unit/office heads shall provide periodic reminders and guidance to employees regarding appropriate attire.
3. Employees may report any concerns or suggestions regarding the policy to their immediate supervisors or the HRMO in each campus. Any observed violations shall be **documented and reported** to HRMO for appropriate action.
4. The Campus HRMO shall conduct an **annual review** of the policy to assess its effectiveness and relevance. Inputs from university officials, employees, and stakeholders shall be gathered to recommend necessary amendments. The

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University Board of Regents shall approve adjustments to the dress code policy before implementation.

5. Employees found non-compliant with the dress code shall receive **verbal or written reminders** for first-time violations. Repeated violations may result in **corrective actions** based on the Civil Service Commission (CSC) and NEMSU's administrative policies.

#### **VII. References**

CSC Memorandum Circular No. 16, s. 2024

CSC Resolution No. 2400766 (August 29, 2024)

CSC Resolution No. 973334 promulgated on 7 July 1997

CSC MC No. 14, s. 1991

CSC Resolution No. 002515 dated 31 October 2000

CSC MC No. 19, s. 2000

RA No. 9242 or the Philippine Tropical Fabrics (PTF) Law

CSC MC No. 7, s. 2023

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

CSC Resolution No. 2200209 promulgated on 18 May 2022 and circularized through CSC MC No. 6, s. 2022

#### **VIII. Effectively/Transitory Provision**

This policy guidelines shall take effect fifteen (15) days (including Saturdays and Sundays) from the completion date of its publication through an Official Memorandum from the Office of the President of the University.

Publication will also be made through the university's Official Social Media Accounts and the University Website for a broader reach.

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