

## REGIONAL MEMORANDUM ORDER

No: 003

Series of 2014

### GUIDELINES ON THE IMPLEMENTATION OF REGIONAL SECURITY MEASURES TITLE

#### I. RATIONALE:

Maximum Security must at all times be implemented in the Regional Office.

The influx of so many clients, beneficiaries during pay-out and other similar activities akin to the implementation of special projects in the Regional Office, checking of incoming and outgoing personnel and visitors, previous incidents of loss of properties, are some of the reasons leading to the formulation of these security measures.

In an effort to intensify measures to prevent breach of security deterrent to losses of money, property and to safeguard vital documents and information against leakage or unauthorized dissemination thereof, as well as ensure protection to life and limbs of personnel, residents/clients and guests within and while inside Regional Office premises under its turf and germane to the national policy on crime and terror prevention, the following policies and procedures are hereby issued and enforced. The same are designed to provide a basis for a safer environment and set a standard that is most conducive to safe working areas. Their effectiveness largely depends on the concerted efforts of the Regional Office community. Hence, it is imperative that the security personnel along with all personnel should bear knowledge on prohibited practices and items, current Standard Operating Procedures including security breach, current performance protocols, procedures for reporting equipment failure and the like. The Guidelines is in consonance with all other existing rules and regulations, memoranda and issuances. This also made reference to the Dress Code Policy as mandated by the Civil Service Commission and the DSWD.

#### II. LEGAL BASES

1. **Section 5, Article II, Philippine Constitution** – The *1987 Philippine Constitution* provides that: The maintenance of peace and order, the protection of life, liberty and property, and the promotion of general welfare are essential for the enjoyment by all the people of the blessings of democracy.

2. **Republic Act No. 9372 – An Act to Secure the State and Protect our People from Terrorism.**

It is a declared policy of the State to protect life, liberty, and property from acts of terrorism, to condemn terrorism as inimical and dangerous to the national security of the

country and to the welfare of the people, and to make terrorism a crime against the Filipino people, against humanity, and against the law of nations.

**3. Republic Act No. 5487 – An Act to Regulate the Organization and Operation of Private Detectives, Watchmen, or Security Guard Agencies.**

The law provides that Private Security Services shall include the act of providing or rendering services to watch an establishment whether public or private, building, compound/area or property, to conduct access control/denial in any form whether physically, manually or scientifically by electronic monitoring systems, for the purpose of securing such area/property and at the same time ensuring safety and protection of persons within such areas, to maintain peace and order within such areas, to conduct private security training, and/or to conduct investigation. It shall also include the act of contracting, recruiting, training, furnishing or posting any security guard, to do its functions or solicit individuals, businesses, firms, or private, public or government-owned or controlled corporations to engage his/its service or those of his/its security guards, for hire, commission or compensation thru subscription or as a consultant/trainer to any private or public corporation.

**4. Executive Order No. 608, series of 2007 – Establishing a National Security Clearance System for Government Personnel with Access to Classified Matters and For Other Purposes.**

The Executive Order mandates a need to develop and institutionalize a uniform security clearance system that is national in scope to cover all government personnel by reason of their function or their office have access or can have access to classified information.

**5. Executive Order No. 292. (Book IV/Title XVI, Chapter I. General Provisions "Instituting the Administrative Code of 1987".**

The State is committed to the care, protection, and rehabilitation of individuals, families and communities which have the least in life and need social welfare assistance and social work intervention to restore their normal functioning and enable them to participate in community affairs.

**6. Section 22, Rule XIV, Omnibus Rules Implementing Book V of the Executive Order No. 292 and Other Pertinent Civil Service Laws, providing for Administrative Offenses with their corresponding penalties, including among others, violation of reasonable office rules and regulations.**

**7. DSWD Memorandum Circular No. 9, series of 2009 – Dress Code**

The Circular provides that excellence, professionalism, and skill can be manifested not only on how public service is delivered, but also on how public servants present



themselves to the public. While adhering to existing policies, Department of Social Welfare and Development (DSWD) should as well establish its corporate identity and image as the social welfare arm of the government. Attire which is contrary to generally accepted concept of business/corporate attire is not allowed in the workplace. In like manner, male employees are prohibited to wear earrings.

Likewise, for security reasons, and to be separately recognized from the clients, the ID card shall be part of the official attire of all Department personnel and should be worn within office premises.

The DSWD released the current uniform of its personnel effective September 30, 2013.

On the day that employees are not required to wear the office uniform, appropriate office attire in accordance with dress code prescribed by the Department must be observed.

Officials have the option of wearing the prescribed uniform or appropriate business attire when attending meeting outside their official work station.

**8. CSC Memorandum Circular 19, series of 2000 – Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace.**

The Circular apply to all officials and employees of the government, both male and female, except to those regularly performing their duties and functions in the field, or those temporarily assigned in actual field operations.

On those days when there is no prescribed office uniform for the day, employees shall be dressed in appropriate business attire.

**9. Regional Memorandum dated May 28, 2012.**

Requiring all personnel of the Regional Office to use of Biometric Machine. Additionally, all staff are required to register in the Security Logbook their names, time of entries and signatures. Failure to register time of entry via the Biometric Machine and log entries shall be treated as half-day attendance. In like manner, failure to punch-out/register in the log book the time of departure at the end of the day shall be construed as whole day absence.

**10. Act. No. 3815 aka The Revised Penal Code and other Penal Laws particularly the provisions on the Crimes committed by Public Officer,. Crimes Against Persons, Property; Offenses against Decency and Good Customs; Crimes Against Personal Liberty and Security.**

### III.OBJECTIVES

These Guidelines are formulated to protect and promote order in the Regional Office, specifically:

1. To protect life and limbs of officers, employees, residents/clients and guests within and while inside the Regional Office premises.
2. To prevent losses of money and property in the Regional Office.
3. To prevent leakage or unauthorized dissemination of information, or records and other documentation
4. To provide a basis for a safer environment and set a standard that is most conducive to safe working areas.

### IV. DEFINITION OF TERMS.

1. **Confidential records**-*refers to* information for which unauthorized access or disclosure could result an adverse effect. Falling within this purview among others is Contract entered into by DSWD, Personnel 201 File, Procurement documents, Building Plan.
2. **Restricted Information**-*refers to* any confidential or personal information that is prohibited by law or policy and that it requires the high level of access control and security protection. These include memorandum to Employees for violation of Civil Service Rules and Regulations, Code of Conduct, Case Study of Clients under custody of DSWD, Centers and Residential Care Facilities
3. **Regional Office**-*refers to DSWD-NCR Field Office including its 12 Centers/Residential Care Facilities (C/RCFs) managed by DSWD-NCR offering various services to clients and beneficiaries.*
4. **Security Measures** -*refers to rules and procedures and the maintenance of peace and order daily implemented in the Regional Office for the protection of life, limbs and property of its personnel.*
5. **Security Personnel**-*refers to Organic Security Guards of the Regional Office and private security guards from Private Security Agency.*
6. **Standard Operating procedures**-*refers to the established procedure followed in the Regional Office in carrying out a given operation or in a given situation.*
7. **Personnel** -*refers to all staff of the Regional Office who are regular, contractual and those under memorandum of agreement.*



8. Approving Authority-refers to Regional Director, Assistant Regional Directors, Division Chiefs, Units/Centers/Residential Care Facilities and Sections Heads.
9. Job Orders -refers to a written order to all staff/officials to perform a certain job emanating from a higher authority
10. Travel Request- a request being asked from the higher authorities for his/her official travel
11. Travel Authority- a request being granted to a staff authorizing his/her official travel
12. Pass Slip-a document with specific listings of items/materials/equipment to be taken out from the office with signatures of the approving authorities to be returned after a certain period of time

## **V. SCOPE AND COVERAGE**

These Guidelines shall be enforced and implemented to all DSWD-NCR personnel, residents/clients, visitors, trainees, students and the general public visiting the Regional Office.

## **VI. GENERAL POLICIES & IMPLEMENTING PROCEDURES**

### **I. General Policies:**

1. All baggages and other hand-carried belongings of incoming and outgoing personnel, residents/clients and visitors as well as incoming and outgoing vehicles are subject to inspection.
2. Carrying of firearms/handguns and other bladed/deadly weapons are not allowed inside the Regional Office.
3. Gambling, drinking intoxicating liquors, use of prohibited drugs, immoral/indecent acts or use of violence in any form are prohibited within the office premises. In addition, silence along alleyways, corridors, and offices must be observed at all times.
4. Vendors, sales persons, entrepreneurs and other similar individuals are prohibited from doing business inside the Regional Office premises unless duly authorized by the Approving Authority.
5. Overnight parking should only be allowed for DSWD-NCR vehicles. For other vehicles (both private and government vehicles including DSWD-CO and other FO vehicles), a request must be submitted to the Administrative Unit (for Field Office) or Administrative Service (for C/RCF) for approval of the concerned approving authority.

6. Visitors, clients, and employees, except those duly authorized to render overtime services and during disaster or emergency operations are not allowed to enter or stay further in the Regional Office premises after office hours and during Saturdays, Sundays, and Holidays.
7. An official request shall be submitted by the private vendors, sales persons and entrepreneurs to the Administrative Division. This is in a "first-come first serve" basis and they are only allowed to trade their wares from 12:00 noon to 1 p.m.
8. Anything in form of job orders, products, equipment, tools, supplies, or any other property of the Regional Office officially brought out should be properly documented.
9. Unauthorized/illegal construction within the Regional Office premises is strictly prohibited.
10. The management in the Regional Office shall conduct periodic inspection to all Centers/Residential Care Facilities and avail existing laws to prevent the construction of illegal structures.
11. No personnel shall be allowed to tend pets of any kind in the Regional Office.
12. Assistive devices (i.e., wheel chair), emergency kits, first aid kits and other paraphernalia shall be made available in the receiving area of the Regional Office.
13. All office spaces are exclusively used for official functions and office-related work and activities. Other than that is deemed not legal especially using said spaces for illegal or immoral act which are tantamount to high sanctions and/or expulsion from work.

## **II. Implementing Procedures:**

### **A. Regional Office Personnel**

1. All personnel are required to wear the official uniform and wear/display their Identification Card when inside the premises of the Regional Office during office hours/weekdays.
2. All personnel are required to register their time of entry upon arrival, during noon break, and before leaving the office in the afternoon through the finger scanning device or bundy clock.
3. In case the bundy clock or finger scanning is out of order, all personnel should sign in the attendance logbook reflecting the time of entry, lunch break and departure. Failure thereof, the personnel concerned shall be deemed absent.



4. Punching in the time record of other personnel in the bundy clock or registering the time of entry of other personnel is strictly prohibited.
5. All personnel are required to observe proper decorum when inside the premises of the Regional Office especially during office hours.
6. Loitering/loafing during office hour is strictly prohibited.
7. All personnel are strictly prohibited from tending pets of any kind inside the Regional Office premises.
8. Personnel bound for fields works or will be out of office on official business during office hours shall present the approved Travel Request to the guard on duty. Travel outside Metro Manila shall be supported by Travel authority duly approved by the Regional Director.
9. Keys of the different facilities, except those rooms where classified or sensitive information are kept, as well as key for vehicles of the Regional Office, should be properly endorsed to the Security Guard on duty before leaving the office. A key box shall be made available at the Security Post. The key shall be released only to authorized personnel. Except those rooms with highly sensitive data or files (i.e. COA, Bids and Awards Committee, MISS etc.), keys shall be kept by the designated authorized personnel with an extra copy from the guard key box.
10. All personnel shall register personal electronic gadgets, but not limited to the following: personal tablet, I-pad, I-phone, laptop, notebooks, digital camera and other similar gadgets with the Security Personnel at the main entrance in the Regional Office. Equipment which was not registered upon entry shall not be allowed to be brought outside the Regional Office.

#### **B. Guests, Visitors, Volunteers, Clients, Trainees, Students**

1. Non-personnel of DSWD, including trainees, students, volunteers, clients, visitors/guests must at all times wear/display temporary Identification Cards to be issued by the Security Guard upon registration in the Visitor's Logbook.
2. Bags and hand carried personal belongings of incoming and outgoing guests, visitors, trainees, and students are subject to inspection by the Security Guards.
3. Firearms, rifles, handguns and other forms of weapons should be deposited for safekeeping with the Security Guard on duty who shall register the same in the logbook reflecting vital information e.g. identity of the bearer including his/her rank and branch of service, the description and serial number of the said weapon. For this purpose, a safety cabinet shall be made available at the Security Post.
4. Loitering by non-DSWD personnel, guests, visitors, trainees and students are not allowed.

5. Visitors shall return the Visitor's Pass together with the duly accomplished appointment slip before leaving the Regional Office.
6. Personal visitors of any personnel who do not have official business in the regional office shall not be allowed in going to the office of the concerned personnel. Instead, the guard should inform such personnel to meet the visitor at the lobby.
7. Guests/clients and outsiders who are unruly and violent shall be marked as non-grata and/or to be immediately whisked outside the building if cannot be pacified. Handling of these people shall be done in a humanly manner possible to protect the image of the Department.

#### **C. Use of Supplies and Equipment**

1. Anything in the form of job orders, products, equipment, tools supplies and others brought out from the Regional Office must be presented to the Security Guard for inspection and must be accompanied by clearance and the corresponding gate pass duly signed by the official concerned. It should bear the property number, serial number, specific/technical description of the job orders, products, equipment, tools, supplies, etc. to be brought out from the Regional Office.
2. All such materials brought in and out of the Regional Office, should be properly recorded in the logbook of the Security Guards as well as in the Property Section.
3. Upon return, the equipment shall be checked by the guard on duty based on the details indicated in the Gate Pass. The Gate Pass shall be forwarded to the Asset & Property Management Section for validation.

#### **D. Use of vehicles**

1. The Regional Office shall prepare the trip tickets at least one (1) day before the date of travel of all vehicles of the regional office. The Security Guard shall release the same to the Drivers on the day of travel.
2. DSWD-NCR vehicles are restricted from being used outside Metro Manila unless issued with duly approved Travel Order and Trip Tickets. Prior to departure for any official trip, the concerned driver shall secure the corresponding trip ticket from Security Guard.
3. The Trip Tickets must reflect a detailed account of the trip and the name/s and signature/s of the passenger/s and which shall be returned to the Security Guard upon completion of the trip. The Security Guard shall submit the same document to the Administrative Section.



4. Motor vehicles owned by DSWD Personnel may be allowed to park during office hour provided that he/she is officially reporting for duty or has official business in the Regional Office.
5. All vehicles entering and leaving the Regional Office are subject to inspection by the Security Guards. Driver of private vehicle shall deposit his/her Driver's license with the Security Officer who shall in turn issue a Visitor's Identification Card. The license will be returned upon surrender of the said card.
6. Vehicles owned/driven by private individuals may be allowed to park during office hours only if they have official business transactions in the Regional Office.

#### **E. Records Keeping**

1. Confidential and Restricted Records are within the exclusive confines of the personnel specified herein. No other personnel shall be allowed to access said documents except when authorized by the management or as may be required by law, court or quasi-judicial bodies.
2. Confidential communication/documents are duly sealed and stamped CONFIDENTIAL.
3. Persons who can access documents:
  - a. The Regional Director on all matters concerning the Regional Office.
  - b. The Assistant Regional Directors on matters pertaining to their areas of work and jurisdiction.
  - c. The Chief Administrative Officer on any administrative and security concerns in the Regional office...
  - d. Division Chief /Section Head/OIC where data and documents are stored.
  - e. The Head of Centers/Residential Care Facilities (C/RCFs) on matters concerning their assigned areas.
  - f. Attending Social Workers for clients receiving services in the Regional Office.
  - g. Other personnel that may be authorized by the management.

#### **F. Securing/Safekeeping of CCTV Data**

- a. The main control room and monitor of the eight (8) CCTV cameras (for the Regional Office) is located in the Administrative Division office while for the C/RCFs these are located in strategic places.

- b. Only authorized personnel are allowed entry/access to the room.  
For the regional office, in this case, only the Administrative Officer, Property Custodian and the Supervisor of the security guards are the authorized personnel.  
For the C/RCFs, the Administrative Officer and the security guards' supervisor and/or the designated security guard
- c. During incidents, a review of the CCTV footage should immediately be done to meet the one-day requirement required by the Police as evidence against any wrongdoing
- d. Ensure that enough memory is installed with CCTV and periodic check should be conducted on this regard so as not to interrupt its operation and ensure that all movements inside the building are monitored

## **VII. INSTITUTIONAL ARRANGEMENT**

### **1. Roles and Responsibilities of Security Officers**

1. All Security Guards shall strictly, diligently and religiously observe the 11 General Orders, the Code of Conduct and the Code of Ethics for Security Guards which are being made integral parts of this Order.
2. All Security Guards who are on duty are required to wear the Official Uniform properly and with matching Identification Cards. Failure to wear uniform for 2 consecutive times shall be treated as violation of office rules and would entail administrative sanctions under CSC rules and regulations. Further, while in uniform, the following shall not be allowed:
  - a. Wearing of slippers, sandals or open shoes
  - b. Sporting of long hair
  - c. Untucked upper uniforms
  - d. Wearing of body fancies, bracelets, earrings etc.
  - e. Wearing of short pants and/or sando
3. All Security Guards on duty must be in his post at least one (1) hour before his actual time of duty for familiarization of his area of jurisdiction and appropriate turn-over of duties and responsibilities from the outgoing Security Guard/s.
4. All Security Guards are strictly prohibited from changing or swapping their shift schedules unless the same are with prior approval of the concerned supervisor/officer in the Regional Office, as well as in the C/RCFs.
5. All Security Guards are required to be in complete and proper uniform while attending a regular meeting on security or activities specially called for the purpose.



6. All Security Guard shall conduct inspection of all bags and hand-carried belongings of all incoming and outgoing staff, visitors and guests without exemption.
7. All Security Guards are responsible in the issuance of Visitor's Identification Cards after registry in the logbooks. Corollary, they shall not allow entry of visitor's/guest without proper Identification Card. Instead, they shall be kept in a waiting area where the concerned DSWD personnel meet or fetch him/her/them.
8. All Security Guards must all times be vigilant over all activities within the office premises and must be on guard against suspicious looking person/s.
9. All Security Guards are likewise duty bound to switch off unnecessary lights and all electrical equipment/appliances which are no longer being used after office hours.
10. The designated Officer-In -Charge of the Security Guards, in addition to the daily reportorial requirements, shall accomplish a monthly report highlighting the day to day account of all activities and observations in the Regional Office.
11. All Security Guards shall report untoward incidents in the field office within one (1) hour, verbally and/or in writing to the concerned personnel in the Field Office. For Center and Residential Care Facilities (C/RCFs), the reporting period should be within 24 hours wherein an official written report should be submitted to the Regional Director indicating that the C/RCF staff exhausted all the possible efforts to resolve the incident but to no avail.
12. All Security Guards are prohibited from consuming electrical powers/using electrical appliances other than what is necessary in the performance of duty e.g. use electric fan, recharging communication sets, radio, emergency lights, etc. It is therefore understood that they are barred from watching TV, cooking or any other activities requiring power consumption.
13. All Security Guards, whether on duty or not, and while inside the Regional Office premises are absolutely prohibited from imbibing intoxicating liquor or alcoholic drinks and using prohibited drugs. This prohibition extends to the guards who report for duty reeking liquor (hangover).
14. All Security Guards, under no circumstance shall engage in any illegal practice such as gambling, immorality, sexual harassment/advancement, while inside the premises of the Regional Office.
15. All Security Guards shall be responsible in registering and/or encoding of incoming and outgoing personnel, visitors, vehicles, and equipment. As such, they shall check the Pass Slip of personnel temporarily going out from his/her station between 8-12 AM or 1-5:00 PM of work in a day. The Pass Slip shall indicate the purpose and time shall be signed by the Unit Head /or authorized representatives. Upon return to work,

the security personnel shall indicate in the Pass Slip the time of return to work of the personnel. Likewise, personnel who left their station of work without Pass Slip shall be reported to the Administrative Unit for appropriate action.

16. All Security Guards shall first secure clearance from case managers before allowing the entry of clients.
17. Security Guards shall always monitor CCTV cameras.
18. Under the regular operating procedures and responsibilities of the security agencies, it is stressed that guard on duty shall perform roving activity regularly inside/outside of the office buildings as required and record all observations daily
19. All Security Guards shall maintain order and cleanliness of their respective posts.
20. The Security Agency shall always maintain coordination with the Administrative Division in terms of any administrative concerns and/or update the Department of any changes in financial concerns like salary increase among others.

## **2. DSWD-NCR Management**

### **Roles and Responsibilities of DSWD-NCR Management**

1. The management shall appoint a Chief Security Officer specifically the Chief of the Administrative Division to oversee the physical and records security in the Regional Office. The Administrative Division shall be the primary unit to oversee and monitor the security arrangements and actual functions of all the security personnel. For the C/RCFs, at night the staff on duty shall be appointed as an overseer of the security arrangements. The above staff shall regularly update management of the security status particularly when incidents happen and shall immediately make reports and actions taken to be undertaken
2. Designation of room for confidential /restricted documents which can only be access by the authorized personnel. The Administrative Unit will explore the possibility of constructing a room for this purpose at the Records Section
3. The management will install surveillance camera in strategic areas but not limited to the following:
  - a. Outside office premises, entrance lobby of the Field Office, Hallway, CIU premises and Records Section to monitor personnel and visitor movement.
4. The Regional Office shall craft policy on Computer security that will protect and secure documents in the Regional Office.



5. Personnel granted access to confidential and restricted information shall not disclosed, share, publish or use information contained in the confidential/restricted documents except by the written consent of the involved person or as may be allowed by law, or as may be requested by quasi-judicial bodies and the Court.
6. DSWD personnel temporarily going out from his/her station of work between 8:00AM-12:00 noon or 1:00Pm-5:00 PM in a day shall secure a Pass Slip Form from the Administrative Unit. The Pass Slip Form shall indicate the purpose and time and shall be signed by the Division/Unit Heads /or his/her authorized representatives. Upon return to work, the security personnel shall indicate in the Gate Pass the time of return to work of the personnel.
7. The Chief Security Officer shall conduct periodic on the spot inspection of both organic security Guards and private security guards, conduct periodic meetings and inventory of paraphernalia of both private and organic guards. Administrative Unit shall extend available technical assistance as may be required.
8. The Administrative Unit shall conduct orientation for Clerks, secretaries and other staff involve in the transmission of confidential documents to prevent leak or unauthorized dissemination of information.
9. The management shall conduct staff development activities such as monthly meetings and capability building activities to concerned personnel involve in regional security administration.

#### VIII. SANCTIONS.

Non-compliance of this Order without justifiable grounds shall be treated as violation of reasonable office rules and regulations and therefore entails administrative sanction under Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws.

The Administrative Division shall be in the forefront in implementing these guidelines and recommend sanctions to this effect with the approval of management. The legal (if any) and personnel units will also uphold, concur and recommend whatever sanctions are to be imposed

Non-DSWD personnel found to have committed crimes against persons and property shall be dealt with in accordance with existing procedures and shall be charged under existing criminal and special penal laws.

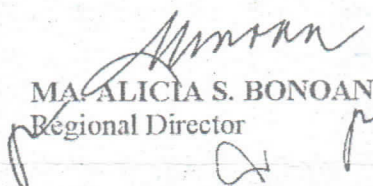
IX. REPEALING CLAUSE.

All memoranda, orders or issuances inconsistent herewith are hereby deemed repealed, suspended and/or amended accordingly.

X. EFFECTIVITY.

This Guidelines shall take effect immediately upon its approval.

Done this 29 day of December 2014, Manila.

  
MA ALICIA S. BONOAN  
Regional Director

PRV/GCEJ/las./Reg security measures  
//: Guidelines



## APPENDICES

### Security Guard 11 General Orders , Code of Ethics and Code of Conduct

The Agency deploys competent, motivated and honest security guards to the CLIENT to protect company officials and employees against bodily harm and injury and properties from theft, pilferage, robbery, arson and other unlawful acts.

The Security Guards are required to be thoroughly familiar with the Eleven General Orders, the Code of Ethics and the Code of Conduct as enumerated in RA 5487 implementing rules and regulations:

#### Eleven General Orders

1. To take charge of this post and all company properties in view and to protect/preserve the same with utmost diligence.
2. To walk in an alert manner during my tour of duty, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To relay all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the relieving me all orders from company officers or officials, supervisors, post-in-charge or shift leaders.
7. To talk to no one except in line of duty.
8. To give the alarm in the case of fire or disorder.
9. To call the superior officer in any case not covered by instructions.
10. To salute all company officials, superiors in the agency, ranking public officials and officers of the Philippine National Police.

#### I. Rationale

Pursuant to the norms of conduct laid down by Republic Act 6713 or the "Code of Conduct and Ethical Standards of Public Officials and Employees" and following Civil Service Commission Memorandum Circular No. 14, series of 1991, or the "Dress Code Prescribed for All Government Officials and Employees", it is important that public servants uphold proper decorum in public service and the dignity of public office.

Excellence, professionalism, and skill can be manifested not only on how public service is delivered, but also on how public servants present themselves to the public. While adhering to the said policies, the Department of Social Welfare and Development (DSWD) should as well establish its corporate identity and image as the social welfare arm of the government.

In the light of these, prescribed herein is the dress code of the DSWD personnel.

#### II. Coverage

All Department personnel<sup>1</sup>, whether permanent, casual and contractual employees as well as those employed by the Department through Memorandum of Understanding (MOU) or Contract of Service and those engaged as on-the-job



- Dress pants/slacks
- Jeans
- Blouses
- Polos
- Collared shirts
- Dress shirts

3. For security reasons and to be separately recognized from the clients, the ID card shall be part of the official attire of all Department personnel and should be worn within office premises.

4. Attire which is contrary to generally accepted concept of business/corporate attire is not allowed in the workplace. Examples of these are party/picnic/mall clothes, sandos, round collared t-shirts, tight fitting clothes, revealing outfits (low necklines and short hemlines), micro-minis, walking shorts, pedal pushers, leggings, tights, jogging pants and the like. Consistent herewith, wearing of bandannas, hats, and curlers is prohibited. Likewise, male employees are prohibited to wear earrings.

5. It is recognized that maong pants/jeans have evolved from its lowly origins considering the variety of designs and colors now associated with it. Therefore, wearing of jeans is permitted provided they are of conservative colors and design subject to the following conditions:

- that it is paired with a decent top (e.g. collard shirts, polos, blouses) in which case it becomes smart casual attire;
- when no uniform is prescribed;
- if nature of work of the employee involves physical labor or mainly performed in the field/field operations;

6. Closed shoes shall be the standard footwear of all Department personnel within office premises. Anything resembling house slippers, rubber sandals or beach footwear, judas sandals, garden variety bakya are not allowed. Slip-ons (step-in) which are suitable for formal occasions may be worn provided they are congruent with the prescribed uniform and appropriate business/corporate attire.

7. In line with the edict that government employees should always lead modest lives, any accessory or attire such as but not limited to flashy jewelry, gaudy ornaments, excessive make-up, etc., that will indicate extravagance or ostentatious display of wealth is prohibited.

8. Exemptions to the above are allowed under the following circumstances:

- Nature of work wherein an employee must wear other appropriate clothing; e.g. scrub suits, collared/corporate t-shirts while on field work, when doing manual labor, etc.
- Religious affiliations or creed or any practice in relation thereto (e.g. tirong or tutub among Muslims);
- Circumstances like pregnancy, mourning or the like;



**MEMORANDUM CIRCULAR**

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : REVISED DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES IN THE WORKPLACE

The Civil Service Commission, as mandated by law, issued CSC Memorandum Circular No. 14, s. 1991, prescribing the Dress Code for All Government Officials and Employees, and later clarifying it through CSC Memorandum Circular No. 25, s. 1991.

However, certain provisions thereof need to be further clarified in order to conform to the changes brought about by the Philippine Centennial in 1998, which paved the way for the institutionalization of the wearing of Filipiniana attire during Mondays, and to the Gender Advocacy program of the Civil Service Commission.

In response to the foregoing demands of the times, and in accordance with the Commissions' mandate to improve personnel administration, the Commission hereby adopts the attached Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace.

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.\*

07 August 2000

\*Published November 22 in the *Manila Standard*, p. 8.

(Sgd.) **CORAZON ALMA G. DE LEON**  
Chairman

Re: **Revised Dress Code Prescribed for  
All Government Officials and Employees  
In the Workplace**

X-----X

**Resolution No. 002515**

**WHEREAS**, Section 3, Article IX-B of the 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service, and shall likewise institutionalize a management climate conducive to public accountability.

**WHEREAS**, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the Government;

**WHEREAS**, Section 12 (19), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall perform all functions properly belonging to a central personnel agency and such other functions as may be provided by law;

**WHEREAS**, the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) mandates that public officials and employees shall perform and discharge their duties with professionalism and shall lead modest lives appropriate to their positions and income. Likewise, they shall not indulge in extravagant or ostentatious display of wealth in any form;

**WHEREAS**, the existing rules and regulating in the Commission on appropriate attire (Dress Code) when performing official functions inside the workplace, need to be updated and revised in order to conform with the Gender Mainstreaming and Institutionalization of Gender and Development in the bureaucracy.

**NOW, THEREFORE**, the Commission hereby resolves to promulgate the Revised Dress Code Prescribed for All Government Officials and Employees In the Workplace.

1. **Coverage.** This Dress Code shall apply to all officials and employees of the government, both male and female, except to those regularly performing their duties and functions in the field, or those temporarily assigned in actual field operations.
2. **Official Attire.** The "Filipinana" and the respective office uniforms as prescribed by the different government agencies/offices shall be the official at-



Attire of all government officials and employees, which shall be worn in accordance with their assigned schedule, as hereinbelow stated:

Monday	- "Filipiniana" Attire	Thursday	- Office Uniform for Thursday
Tuesday	- Office Uniform for Tuesday	Friday	- Office Uniform for Friday
Wednesday	- Office Uniform for Wednesday		If there is none, Appropriate Business Attire

3. *Appropriate Attire.* On those days when there is no prescribed office uniform for the day, employees shall be dressed in appropriate business attire.

The wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/ shirt (for male employees, or any appropriate blouse or shirt (for female employees).

4. *Prohibited Attire.* The following attire shall be prohibited for all government employees when performing official functions inside the workplace:

- 4.1 Gauzy, transparent or net-like shirt or blouse;
- 4.2 Sando, strapless or spaghetti-strap blouse (unless worn as under-shirt), tank-tops, blouse with over-plunging necklines;
- 4.3 Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- 4.4 Rubber sandals, rubber slippers, "bakya"

5. *Other Prohibitions.* The following shall also be prohibited during office hours and within official premises.

- 5.1 Ostentatious display of jewelry, except for special occasions and during official celebrations;
- 5.2 Wearing of heavy or theatrical make-up.

6. *Exemptions that may be Allowed.* In the implementation of this dress code, certain exemptions may be allowed, on the following grounds:

- 6.1 When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed by above;
- 6.2 When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
- 6.3 Physical disabilities, and other legitimate health reasons;

- 6.4 Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
  - 6.5 Employees who lost a loved one can wear mourning clothes during the period of mourning;
  - 6.6 Other circumstances analogous to the foregoing.
7. *Other Matters.* Other matters, such as those involving hair style or growing of beard or mustache, shall be governed by the internal rules and regulations promulgated by the respective offices/agencies.
  8. *Penalty In Case of Violation.* Any violation of the provision of this Dress Code shall be considered as ground for disciplinary action, for Violation of reasonable Office Rules and Regulations, under section 22 (C) Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292)
  9. *Effectivity.* This Dress Code shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.
  10. *Repealing Clause.* CSC Memorandum Circular Nos. 14 and 25, s. 1991 and all other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith are hereby repealed or modified accordingly.

Quezon City, October 31, 2000.

(Sgd.) **CORAZON ALMA G. DE LEON**  
Chairman

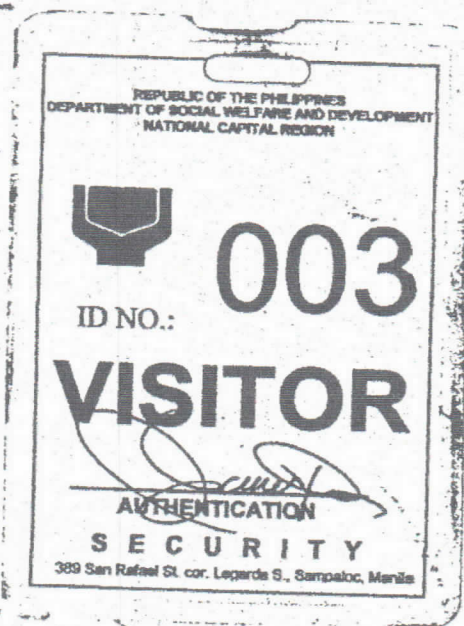
O.B.  
**JOSE F. ERESTAIN, JR.**  
Commissioner

(Sgd.) **J. WALDEMAR V. VALMORES**  
Commissioner

Attested by

(Sgd.) **ARIEL G. RONQUILLO**  
Director III







**SECURITY  
PARKING  
PASS**

---

**07**



**SECURITY  
PARKING  
PASS**



Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael St., Corner, Legarda Streets.  
Manila

PASS SLIP FORM

Name of Personnel: \_\_\_\_\_  
Division/Unit/Section: \_\_\_\_\_  
Purpose/Reason: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_  
Time of Arrival: \_\_\_\_\_

\_\_\_\_\_  
Signature of Personnel

**APPROVED:**

- ( ) Official  
( ) Personal

\_\_\_\_\_  
Chief of Division

*Copy of Administrative Unit*

Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael St., Corner, Legarda Streets.  
Manila

PASS SLIP FORM

Name of Personnel: \_\_\_\_\_  
Division/Unit/Section: \_\_\_\_\_  
Purpose/Reason: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_  
Time of Arrival: \_\_\_\_\_

\_\_\_\_\_  
Signature of Personnel

**APPROVED:**

- ( ) Official  
( ) Personal

\_\_\_\_\_  
Chief of Division

*Copy of Administrative Unit*

Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael St., Corner, Legarda Streets.  
Manila

PASS SLIP FORM

Name of Personnel: \_\_\_\_\_  
Division/Unit/Section: \_\_\_\_\_  
Purpose/Reason: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_  
Time of Arrival: \_\_\_\_\_

\_\_\_\_\_  
Signature of Personnel

**APPROVED:**

- ( ) Official  
( ) Personal

\_\_\_\_\_  
Chief of Division

*Copy of Personnel*

Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael St., Corner, Legarda Streets.  
Manila

PASS SLIP FORM

Name of Personnel: \_\_\_\_\_  
Division/Unit/Section: \_\_\_\_\_  
Purpose/Reason: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_  
Time of Arrival: \_\_\_\_\_

\_\_\_\_\_  
Signature of Personnel

**APPROVED:**

- ( ) Official  
( ) Personal

\_\_\_\_\_  
Chief of Division

*Copy of Personnel*

