Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY

BAGONG PILIPINAS

DOST ADMINISTRATIVE ORDER NO. 002
Series of 2025

31 MAR 2025

SUBJECT: **INTERNAL GUIDELINES ON THE ADOPTION OF REVISED DRESS CODE FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)**

I. RATIONALE AND OBJECTIVES

These guidelines shall serve as a guide for the Department of Science and Technology (DOST) offices and agencies in prescribing the dress code for its officials and employees whether working onsite or under flexible working arrangements pursuant to the ***Civil Service Commission Memorandum Circular (CSC-MC) No. 16, s.2024 titled "Revised Dress Code for Government Officials and Employees"*** which took effect on 08 December 2024. These also address issues on gender discrimination in the workplace by allowing the employees wear appropriate office attire that conforms to their sexual orientation and gender identity and/or expression promoting inclusivity and the use of Philippine Tropical Fabric for official uniforms.

II. SCOPE

The **Revised Dress Code** guidelines shall cover all regular, temporary, contractual, and casual employees of the DOST Central Office (CO), Regional Offices (ROs), and Attached Agencies.

The DOST is encouraging the Contract of Service (COS) and Job Oder (JO) personnel to also observe compliance of this guidelines.

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Administrative Rules and Regulations
APR 28 2025
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NO. 25-04-76
ONAR Registration
TIME: 1230 BY:

III. DEFINITION OF TERMS

As used in this document, the following terms shall be defined as:

A. **ASEAN- inspired** - refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.

B. **DOST** – refers to the Central Office, Regional Offices and Attached Agencies

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Records Management Section
DEPARTMENT OF SCIENCE AND TECHNOLOGY
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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. **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.

H. **Occupational Safety and Health Standards** – refers 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.

I. **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.

J. **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.

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K. **Workplace** – refers to the office, premises or work site, where the workers are habitually employed and shall include the office of place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.

IV. GENERAL POLICIES

A. Official Attire

1. The DOST shall adhere to the rules and regulations on appropriate dress under the CSC Memorandum Circular No. 16, s.2024 providing the general guidelines on the official attire/code of DOST employees which includes **Filipiniana-inspired attire, ASEAN-inspired attire, and agency-prescribed office uniform, including smart casual attire,** which shall be worn following the assigned schedules as follows:

Working Days	Official Attire		
	Female	Male	**Bottoms**
	Tops		black slacks or skirt (female) Black slacks (male)
Monday (1st)	Asean – inspired clothing/accessories		
	White-based blouse	White polo shirt	
Monday (2nd – 4th)	**Filipiniana** sleeve White Kimona	**Filipiniana** White Polo Barong	
Tuesday	Royal Blue Blouse	Royal Blue Polo Jock	
Wednesday	Bonnie Blue Tropical Fabric Blouse	Bonnie Blue Tropical Fabric Polo Jock	
Thursday	Royal Blue Blouse	Royal Blue Polo Jock	
Friday	Smart Casual as defined in this policy		

Note: While waiting for the Philippine Tropical Fabric (PTF) uniform from the Philippine Textile Research Institute (PTRI), the color coding scheme shall be observed.

Appropriate footwear shall mean closed formal shoes for male and closed or open-toed shoes such as mules and sling back for female employees are allowed.

On days when there is no agency-prescribed office uniform, officials and employees shall wear **smart casual attire** for both onsite and flexiplace work arrangement.

Example of Smart Casual Attire:

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

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Bottoms: ***Skirts (length should not be shorter than one inch above the knee), slacks or maong pants (non-ripped and well-fitting jeans- not skin-tight or too baggy).***

Footwear: Leather/ rubber shoes or any appropriate enclosed shoes (Annex with pictures and style/design and cut guide)

Kindly refer to the attached Annexes for the design of uniform and cut guide, suppliers and costing.

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 on official duty.

2. The DOST shall provide Personal Protective Equipment in accordance with the requirements of the Occupational Safety and Health Standards (OSHS), to employees who are exposed to occupational hazards.

3. The DOST upholds the Constitutionally protected right to expression. Nevertheless, all personnel are enjoined to exercise these rights in a manner consistent with the norms of conduct expected from all public officials and employees under Republic Act No. 6713 or the *"Code of Conduct and Ethical Standards for Public Officials and Employees"*.

   The wearing of tattoo/s, loud colored hair or hairstyle, and facial/body piercings may be governed by the internal rules and regulations to be issued by the respective agencies/offices.

B. Prohibited Attire

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

1. Collarless T-shirt
2. Blouses with over-plunging necklines
3. Backless top/plunged back top
4. Sleeveless
5. See-through clothing
6. Gauzy, transparent, or net-like clothing
7. Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
8.

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9. Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official physical events involving physical exercise)
10. Ripped jeans
11. Short pants
12. Sandals, slippers, and slip-ins exposing the toes
13. Excessive jewelry, except for special occasions and during official celebrations
14. Heavy or theatrical makeup, except for those engaged in the performing arts
15. 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 research and laboratory personnel and technicians and those who are performing field work;
2. When religious affiliation requires him/ her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female during the period of pregnancy;
5. Employee who is mourning due to the death of any member is 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 to the target date of non-wearing of the uniform, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

V. Responsibilities of Agency Heads

Agency heads shall:

A. Upon consultation with the respective Uniform Committee, officials, and employees, **adopt internal rules and procedures on the implementation of this guidelines within one (1) month from the release of this order.**

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B. Evaluate and decide on the request for exemption filed by officials and employees and declare the day/s when the wearing of the prescribed uniform is suspended following the declaration of national or local state of calamity or during the celebration/ commemoration of national or agency events; and
C. Monitor strict compliance by officials and employees through the Human Resource Management Office.

VI. PENALTY

Any violation of the provisions of these guidelines shall be considered as a ground for disciplinary action under the Civil Service Laws, rules, and regulations, specifically Sec. 22, Rule XIV, Revised Omnibus Rules Implementing Book V, as follows:

1st offense – Reprimand
2nd offense – Suspension for (1) to thirty (30) days
3rd offense – Dismissal

VII. FUND SOURCES

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

This allowance may be used for the purchase of fabric, textile, or sewing of uniform, depending on the set-forth arrangement issued by the DOST Wide Uniform Committee.

VIII. EFFECTIVITY

These guidelines shall take effect immediately. Any other issuances inconsistent with this policy is hereby superseded.

RENATO U. SOLIDUM, JR.
Secretary

ANNEXES
Annex A – ASEAN inspired-uniform
Annex B - PTF Uniform Design with Sewing Guide
Annex C –Filipiniana Uniform Sewing Guide and Fabric Guide per Region
Annex D – Footwear Guide
Annex E – Potential Suppliers of Handloom Weaving Communities And Uniform Makers

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Annex A

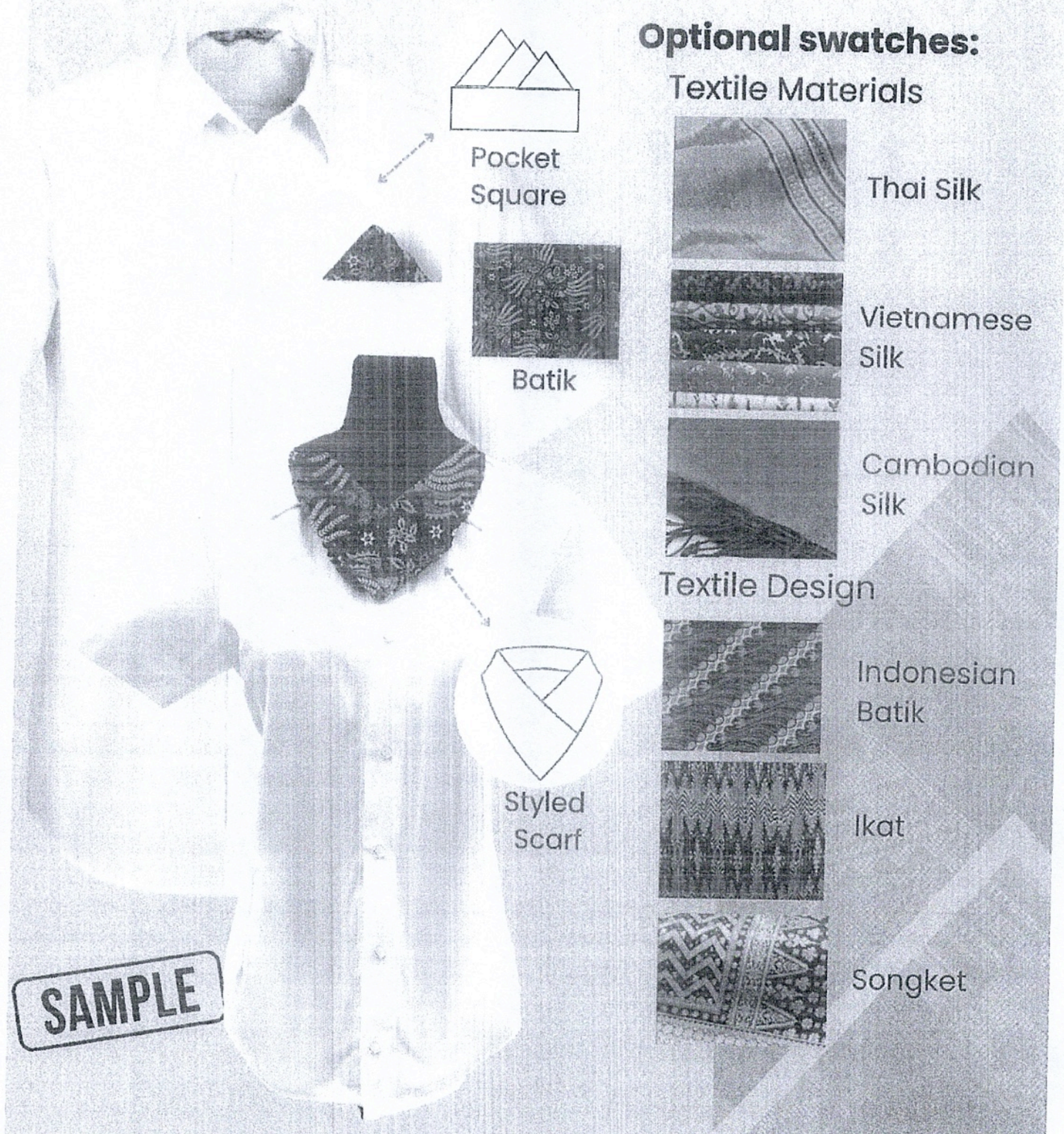
Page 1 of 2

ASEAN-inspired attire

Schedule: First Monday

Option A

Pocket square



Optional swatches:

Textile Materials

Thai Silk

Vietnamese Silk

Cambodian Silk

Textile Design

Indonesian Batik

Ikat

Songket

SAMPLE

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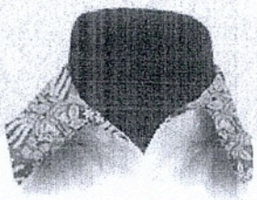
Annex A

Page 2 of 2

ASEAN-inspired attire

Schedule: First Monday

Option B

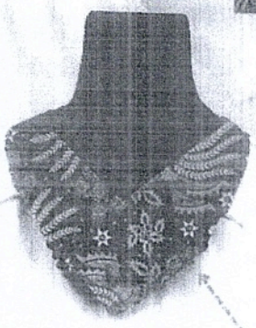




Removable collar



Batik

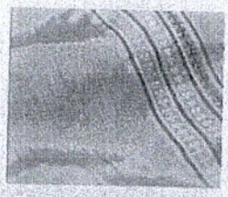




Styled Scarf

Optional swatches:

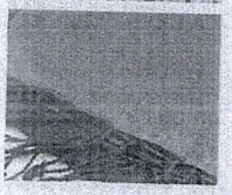
Textile Materials



Thai Silk

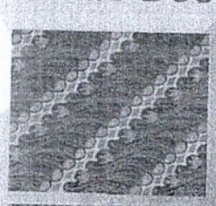


Vietnamese Silk

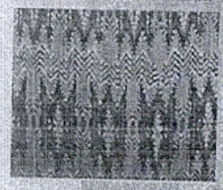


Cambodian Silk

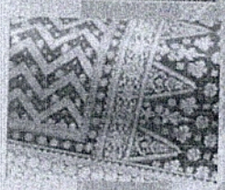
Textile Design



Indonesian Batik



Ikat



Songket

SAMPLE

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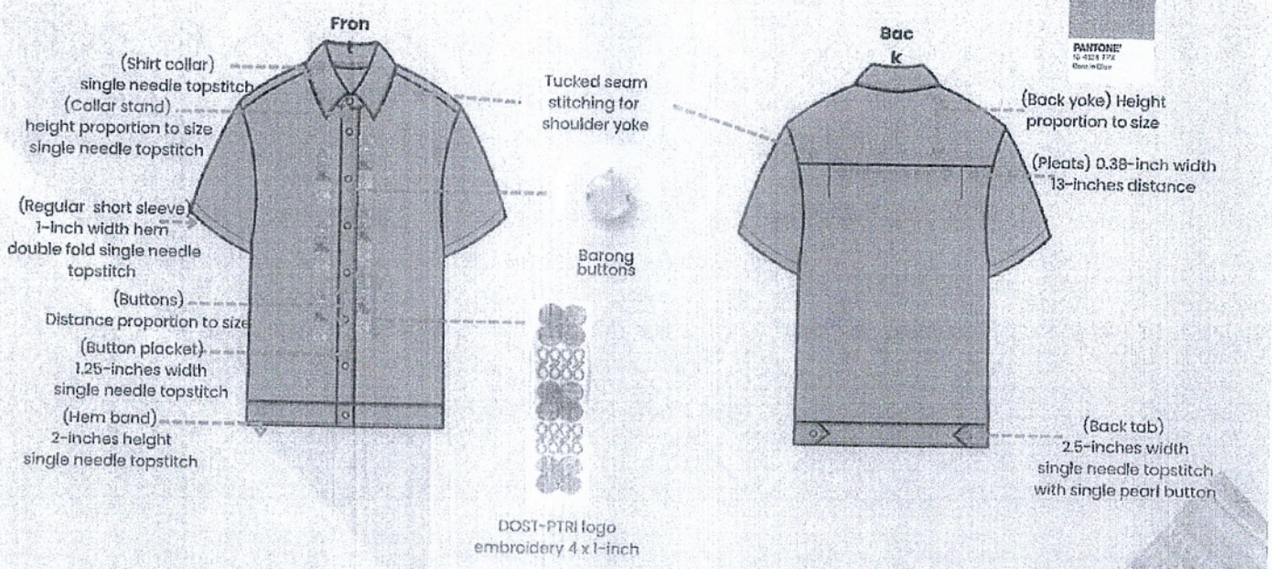
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Annex B

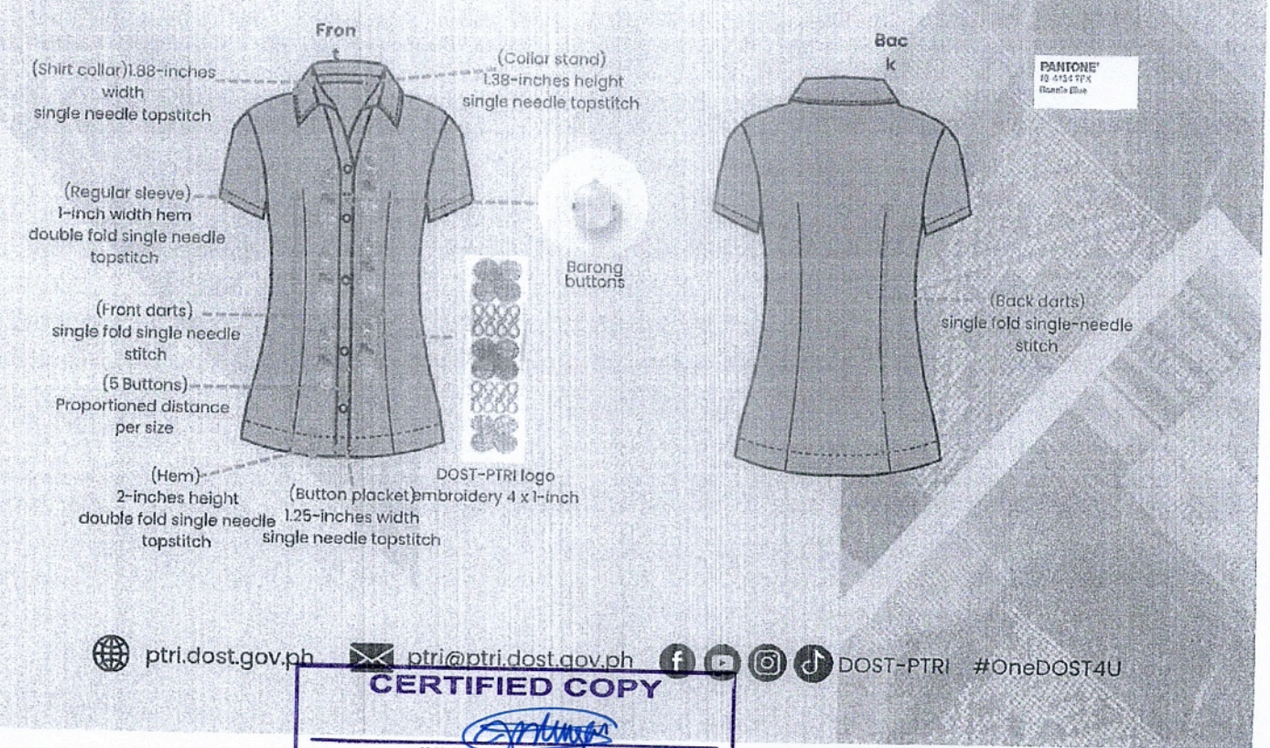
DOST Uniform Design with Sewing Guide

Schedule: Wednesday

GARMENT DESCRIPTION	DOST MALE UNIFORM	COLOR	BONNIE BLUE
GARMENT CATEGORY	TOPS		



GARMENT DESCRIPTION	DOST FEMALE UNIFORM	COLOR	BONNIE BLUE
GARMENT CATEGORY	TOPS		



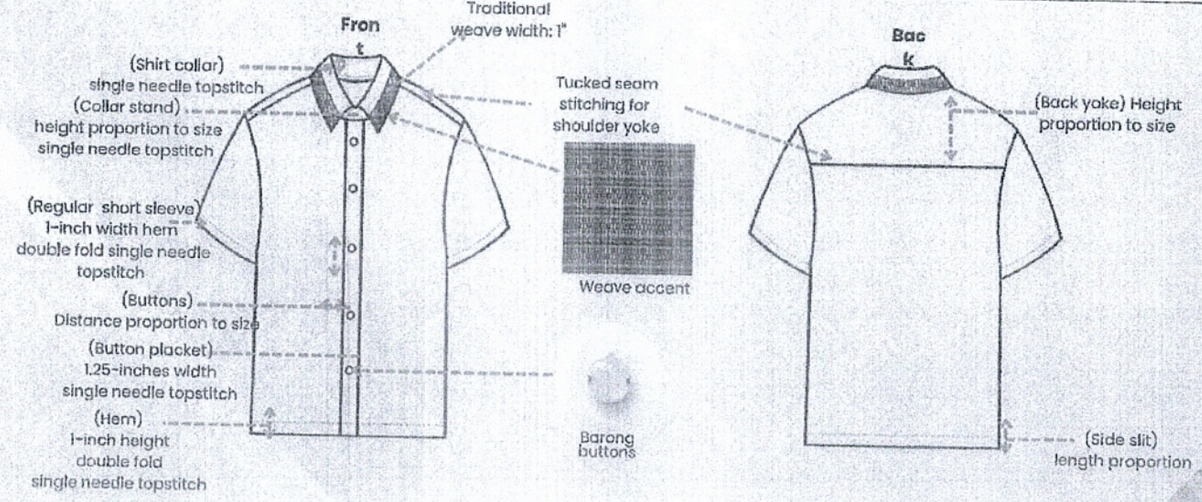
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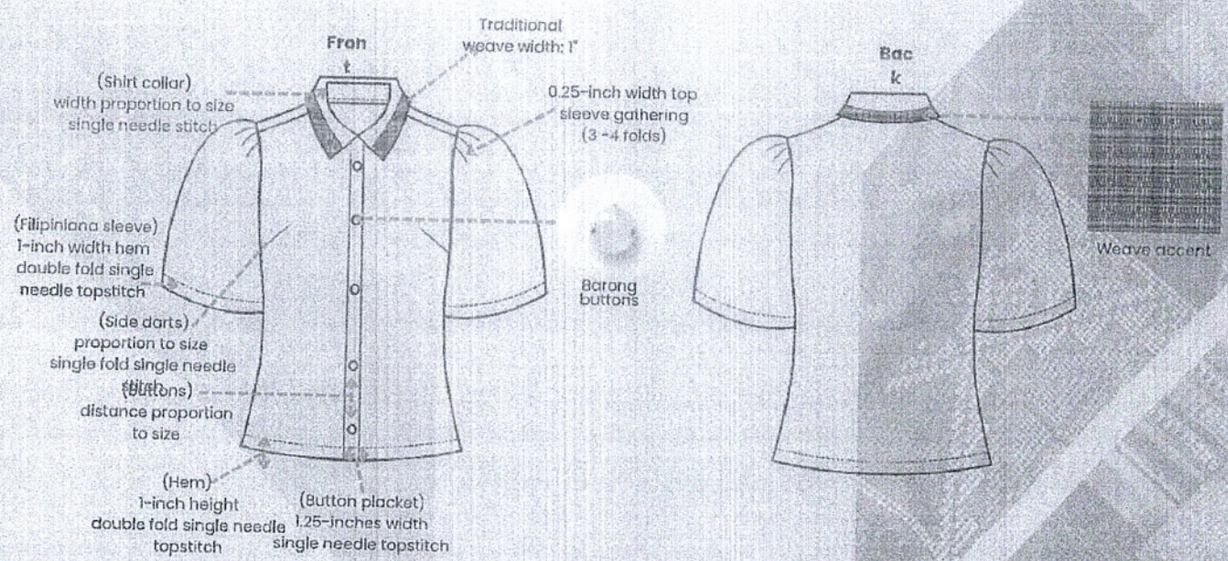
DOST Filipiniana Uniform sewing guide

Schedule: 2nd - 4th Monday of the month

GARMENT DESCRIPTION	DOST MALE FILIPINIANA UNIFORM POLO BARONG	COLOR	WHITE
GARMENT CATEGORY	TOPS		



GARMENT DESCRIPTION	DOST FEMALE FILIPINIANA UNIFORM KIMONA	COLOR	WHITE
GARMENT CATEGORY	TOPS		

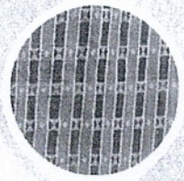


Note: Weave accent is a suggested design.
Weave accent can be sourced from the local community of specific region.
(Refer to page 2 to 4 of Annex C)

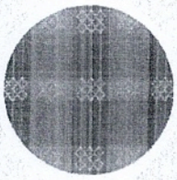
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FABRIC GUIDE
Filipino traditional textiles

CAR



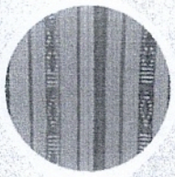
SILAKSAKAW
Province of Kalinga



SILAMBITUWON
Province of Kalinga

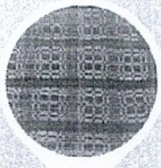


IKAT FABRIC
(Also can be found in portions of Mindanao)

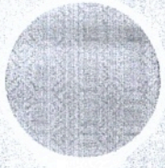


IFUGAO WEAVE
Ifugao Province

Region I

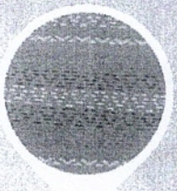


BINAKOL
Province of Ilocos Norte



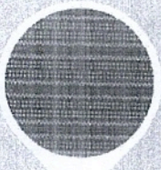
PINILIAN WEAVE
Province of Ilocos Norte

Region II



INABEL
Province of Isabela

Region IV-B



RAMIT
Province of Oriental Mindoro

Region V



BUHI WEAVE
Province of Camarines Sur

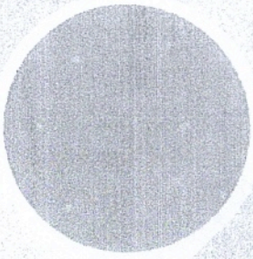
**Regions with no traditional weaves may opt to use contemporary designs*

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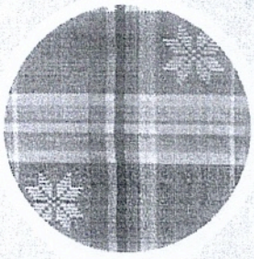
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Filipino traditional textiles

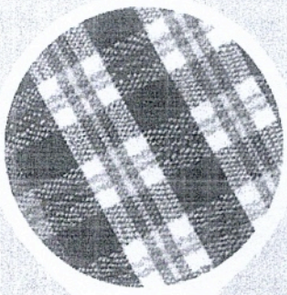
Region VI



PIÑA WEAVE
Province of Aklan



PATADYONG
Province of Antique



HABLON
Province of Iloilo

**Regions with no traditional weaves may opt to use contemporary designs*

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FABRIC GUIDE
Filipino traditional textiles

Region IX



SAPUTANGAN
Province of Zamboanga Del Sur (Also in Basilan)



PIS SYABIT
Province of Sulu

Region X



HINABOL
Province of Bukidnon

Region XI



DAGMAY
Province of Davao Oriental

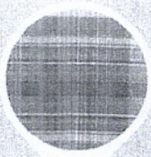


INABAL
Province of Davao del Sur

Region XII



T'NALAK
Province of South Cotabato



GINTLO
Province of South Cotabato



TABIH LUGOB
Province of South Cotabato

BARMM



LANGKIT
Province of Lanao del Sur



INAUL
Province of Maguindanao

**Regions with no traditional weaves may opt to use contemporary designs*

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Annex D

Footwear Guide

Footwear guide to complement the ASEAN-inspired, Filipiniana and agency prescribed attire in compliance with the **CSC Revised Dress Code:**

For Men:



If one is wearing Filipiniana/ ASEAN / Office mandated uniforms:

- Formal leather shoes (black, brown, or dark-colored)
- Loafers (with or without socks, depending on formality)
- Dress shoes (Oxford, Derby, or Monk Strap)
- Dressy sneakers (Dark-colored)

Avoid: Sandals, slippers, open-toe footwear

For Women:



If one is wearing Filipiniana/ ASEAN / Office mandated uniforms:

- Closed-toe heels (pumps, kitten heels, block heels)
- Flats or ballet shoes (formal styles)
- Embroidered flats (matching the cultural aesthetic)
- Dressy sneakers (Dark-colored)

Avoid: Flip-flops, rubber slippers, overly casual sneakers, excessively high heels

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Annex E

Potential Suppliers

UNIFORM MAKERS

Premiere Center for Fashion and Design

sspremiere@yahoo.com

+63 918 910 5408

Exclusive Apparels by Olive Ang

exclusive apparel by OLIVE ANG

oliveang9669@yahoo.com

+63 917 523 9951

8th Avenue Fashion Haus, Inc.

8TH AVENUE FASHION HAUS, INC.

weddingsat8thavenue@yahoo.com

+63 917 502 1109

Avel Designs

AVEL

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DEPARTMENT OF SCIENCE AND TECHNOLOGY
Date: 04.28.2025

№25-0476

Annex E

Potential Suppliers

UNIFORM MAKERS

KINGSMEN
BESPOKE

Kingsmen

krissyracho@kingsmen.com.ph
info@kingsmen.com.ph

+63 917 152 0945

kingsmen.ph

Sassy's creation
Sustainable Timeless Fashion

Sassy's Creation

sales.sassyscreation@gmail.com

+63 998 955 4996

JOEFFATS
Garments

Joeffatts Garment Manufacturing

joeffatsofficial@gmail.com

(02) 8254 2984 / +63 927 636 3928

JOHN GUARNES

John Guarnes Collections

johnguarnes50@gmail.com

+63 915 869 6078

HILYAH

Hilyah

nurainieampatuan1996@gmail.com
hilyah.designs@gmail.com

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Annex E

Rotential Suppliers

Handloom Weaving Communities

KALINGA

KINWA ETNIKA

KINWA Etnika Handicrafts
Kalinga Textiles | Tabuk, Kalinga

kinwaetnika4@gmail.com

+63 928 218 4933

San Jose Multi-Purpose Cooperative

San Jose Multipurpose Cooperative
Abel Textiles | Sarrat, Ilocos Norte

+63 945 155 2731

TUWAS YAKAN WEAVERS

Tuwas Yakan Weavers
Yakan Textiles | Zamboanga City

evelyn_Hamja@yahoo.com

+63 935 569 0272

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Annex E

Potential Suppliers

Handloom Weaving Communities

BLWA
Bagtason Loom Weavers Association

Bagtason Loom Weavers Association
Patadyong Textiles | Bagtason, Antique

associationincbagtaonloomweavers@gmail.com

+63 906 843 8687

SKUIWA

Sultan Kudarat United Inaul Weavers Association
Inaul Textiles | Sultan Kudarat, Maguindanao

+63 955 057 4876

La Herminia
PIÑA WEAVING INDUSTRY

La Herminia Piña Weaving
Piña Textiles | Kalibo, Aklan

laherminiapinaweaving@gmail.com

+63 922 822 9524

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