



DEPARTMENT ORDER NO. DO 2025-03-0003 *an*

**REVISED GUIDELINES ON DRESS CODE FOR DEPARTMENT OF ENERGY
(DOE) OFFICIALS AND EMPLOYEES AND WEARING OF DOE IDENTIFICATION
CARD**

I. OBJECTIVES

- To update the rules and regulations on the appropriate dress code for DOE employees based on Civil Service Commission (CSC) Memorandum Circular (MC) No. 16, s. 2024 or the *Revised Dress Code for Government Officials and Employees*, dated 29 November 2024; and
- 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.

II. COVERAGE

All regular first and second level employees of the DOE shall wear the complete prescribed office uniforms pursuant to this revised Guidelines.

III. POLICIES

A. General Policies

- Official Attire. The official attire of the DOE employees shall include the Filipiniana-inspired attire, ASEAN-inspired attire, and DOE-prescribed office uniform, including smart casual attire, which shall be worn in accordance with the following schedule:

Working Days		Official Attire
Monday	First	ASEAN-inspired
	Second to Fourth	Filipiniana-inspired
Tuesday to Thursday		DOE-prescribed office uniform
Friday		Smart Casual as defined ¹

The Identification card (ID) forms part of the DOE-prescribed office uniform; thus, officials and employees shall wear their IDs during office hours or official duty.

¹ 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 (non-ripped and well-fitting jeans)
Footwear: Leather/rubber shoes or any appropriate enclosed shoes.

- 1.a. DOE allows the officials and employees the option to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression;
- 1.b. Officials and employees who are transgender may be allowed to dress consistent with their preferred gender expression. In the same manner, cisgender women shall have the option to wear skirts or pants, whichever they are comfortable with.

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

- 1.c. The prescribed office uniform shall be approved by the Secretary in consultation with the DOE Uniform Committee and DOE- Employees Association.
2. Other Matters. Grooming requirements including hairstyle/haircut or hair color may only be prescribed when it is a legitimate requirement for the job, *i.e.*, safety, professionalism, uniformity or branding, and client preferences. If it will not affect the performance of duties and responsibilities of the official and/or employee, the DOE shall not compel them to comply with dress code policy that will prohibit them to conform to their sexual orientation, gender identity, gender expression and sex characteristics.

Growing of beard and mustache and the wearing of tattoo and facial/body piercings shall be governed by the internal rules and regulations in consultation with the DOE Uniform Committee and DOE- Employees Association.

B. Prohibited Attire and Other Prohibitions

Pursuant to Section 8, Rule VI of the Rules Implementing Republic Act (RA) No. 6713, the wearing of the following shall be prohibited 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

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, 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. 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 Secretary, through the Human Resource Management Division (HRMD), 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 a smart casual attire.

D. Sanctions

1. The HRMD shall issue a "show-cause" order or a Notice to Explain (NTE) to employees who have been found to be habitually not wearing the prescribed office uniforms or DOE IDs.
2. Concerned employee shall, within seventy-two (72) hours upon receipt of said "show-cause" order or NTE, submit an answer/explanation, which is in writing and under oath, together with original or certified true copies of any documentary evidence, sworn statements covering testimonies of witnesses, if any, as to why he or she should not be charged with the offense of Simple Misconduct and/or Violation of Reasonable Office Rules and Regulations.
3. If the employee fails or refuses to file an answer to the "show-cause" order or a Memorandum of Explanation within the given period, he/she shall be considered to have waived his/her right to submit the same and the case shall be decided based on the available records.
4. The HRMD shall then submit the answer/explanation of the concerned employee, along with other pertinent documents, to the Committee on Habitual Absenteeism, Tardiness, Undertime and Non-wearing of Prescribed Office Uniforms or DOE Identification Card (CHATNU). The

CHATNU shall evaluate the merits of the answer/explanation together with the documents submitted with it.

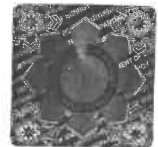
5. The CHATNU, may, as necessary, and based on its evaluation, summon the employee, other persons or documents, who/which may clarify/verify claims stated in the answer/explanation of the employee.
6. The CHATNU's action shall commence within a non-extendible period of five (5) days upon receipt of the answer/explanation from the HRMD, and shall make a recommendation to the concerned disciplining authority within twenty (20) days thereafter.

IV. EFFECTIVITY

This Policy supersedes the existing DOE Internal Policy No. 2024-08-01 and shall take effect on 02 June 2025.

For strict compliance.


RAPHAEL P.M. LOTILLA
Secretary



MAR 14 2025