



23 December 2019

MEMORANDUM CIRCULAR NO. 126

Series of 2019

T O: All VSU Faculty and Staff

R E: Official Dress Code

In consonance with CSC Memorandum Circular No. 14, s. 1991 (Dress Code Prescribed for All Government Officials and Employees) and DBM Circular No. 2012-1 (Rules and Regulations on the grant of Uniform/Clothing Allowance to Civilian Government Personnel), the following guidelines are hereby issued:

I. Coverage

This Order shall cover all officials and employees of the Visayas State University including its component campuses, whether permanent, temporary or casual.

II. Schedule of Uniform Days

The new prescribed uniform shall be the official attire and shall be worn effective **13 January 2020** in accordance with the assigned schedule below:

Day	Color	
	Male	Female
Monday	Pastel Pink	Pastel Pink
Tuesday	Pastel Gray	Gray
Wednesday	Mocha w/ Green accent design	Baby Pink & Midnight Blue blazer
Thursday	Rust Brown	Rust Brown
Friday	Off white w/ Blue Gray design	Ash Blue

III. Prohibited Attire

- Party attire, picnic clothes, sandos or T-shirts
- Tight fitting, seductive, micro-mini, gauzy, filmy or transparent dresses
- Walking shorts, pedal pushers, and jogging pants
- Slippers, sandals, bakya
- Too much costume jewelry, flashy bangles and similar accessories are likewise prohibited. Similarly ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.
- Heavy or theatrical make-up

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



IV. Exemptions

The dress code allows certain exemptions on the following grounds:

- a. when the nature of work demands that he/she wears clothing other than those prescribed above clothing (i.e. medical and security personnel and IHK faculty)
- b. when the nature of work entails the soiling or dirtying of clothes (i.e. maintenance personnel, mechanics, masons, carpenters, welders, laborers, laboratory aides, etc.)
- c. when religious affiliation or creed or any legitimate practice in relation thereto, requires him/her to wear a particular clothing;
- d. physical disabilities, and other legitimate health reasons;
- e. pregnant female employees during the period of their pregnancy
- f. employees who lost a loved one can wear mourning clothes during the period of mourning
- g. employees on official business outside the office
- h. other analogous circumstances of any of the afore-mentioned

V. Wearing of ID

The wearing of the VSU ID forms part of the official dress code. Thus, it must be worn at all times while on official duty.

Any violation of this Order shall be considered as a ground for disciplinary action.

All issuances or parts thereof inconsistent with this Order are hereby modified, amended or superseded accordingly.

For strict implementation.


EDGARDO E. TULIN
President