



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-1

11 December 2025

MEMORANDUM CIRCULAR
NUMBER 07-25

DRESS CODE FOR PCG NON-UNIFORMED PERSONNEL

I. AUTHORITY

Republic Act No. 9993, entitled "Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations (IRR) dated 27 July 2009.

II. REFERENCES

- A. Civil Service Commission Memorandum Circular No. 16, series of 2024, entitled "Revised Dress Code for Government Officials and Employees" dated 29 November 2024, pursuant to CSC Resolution No. 240076 promulgated on 29 August 2024; and
- B. CGA/CG-1 Circular No. 03-03, entitled "Philippine Coast Guard Uniform Board" dated 01 August 2003.

III. OBJECTIVES

This Memorandum Circular adopts the Civil Service Commission Revised Dress Code for Government Officials and Employees that aims to achieve the following:

A. General Objective

To update the rules and regulations on the appropriate dress code for PCG Non-Uniformed Personnel when performing official functions inside and outside the office premises in order to adapt to the emerging needs and social issues, and to harmonize and align with policies pertinent to the performance of duties and functions.

B. Specific Objective

- i. To serve as a guide for the Philippine Coast Guard in prescribing the dress code for officials and employees whether working onsite or under flexible working arrangements;

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- ii. 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; and
- iii. To enhance employee engagement leading to heightened employee morale and increased productivity.

IV. SCOPE AND COVERAGE

This Guidelines shall cover all PCG Non-Uniformed Personnel regardless of employment status.

V. DEFINITION OF TERMS

The following terms as used in this Policy shall be defined as follows:

- A. **ASEAN-inspired** – refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.
- B. **Cisgender** – refers to a term used to describe a person whose gender identity corresponds with the sex the person was identified as having at birth.
- 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. **Gender Expression** – refers to the physical and behavioral manifestations of one's gender identity, *e.g.*, name, pronouns, clothing, haircut, behavior, voice or body characteristics.
- H. **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.

- I. **Occupational Safety and Health Standards** – refer 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.
- J. **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.
- K. **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.
- L. **Transgender** – refers to a person whose gender identity differs from the sex the person was identified as having at birth.
- M. **Workplace** – refers to the office, premises or work site, where the workers are habitually employed and shall include the office or place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.

VI. POLICIES

A. General Policies

- i. Official Attire. The official attire of Non-Uniformed Personnel shall include the Filipiniana-inspired attire, ASEAN-inspired attire, and agency-prescribed office uniform, including smart casual attire, which shall be worn in accordance with their assigned scheduled as follows:

Day	Male	Female
<i>Monday</i>		
<i>First Monday</i>	<i>ASEAN-inspired attire Straight-cut black slacks Black leather shoes</i>	<i>ASEAN-inspired attire with black inner blouse Straight-cut black slacks/skirt Black leather shoes</i>
<i>Second - Fourth Monday</i>	<i>Any Filipiniana-inspired attire (colored off-white or cream) (employees may opt to wear the issued Cultural uniform) Straight-cut black slacks Black leather shoes</i>	<i>Any Filipiniana-inspired attire (colored off-white or cream) (employees may opt to wear the issued Cultural uniform) Straight-cut black</i>

		<i>slacks/skirt Black leather shoes</i>
<i>Tuesday</i>	<i>Marlin blue barong Straight-cut black slacks Black leather shoes</i> <i>Athletic Uniforms may be worn from 1 p.m. onwards when engaging in athletic activities or as prescribed by competent authority</i>	<i>Marlin blue blouse Straight-cut black slacks/skirt Black leather shoes</i> <i>Athletic Uniforms may be worn from 1 p.m. onwards when engaging in athletic activities or as prescribed by competent authority</i>
<i>Wednesday</i>	<i>Navy blue barong Straight-cut black slacks Black leather shoes</i>	<i>Navy blue blouse Straight-cut black slacks/skirt Black leather shoes</i>
<i>Thursday</i>	<i>Navy blue barong Straight-cut black slacks Black leather shoes</i> <i>Athletic Uniforms may be worn from 1 p.m. onwards when engaging in athletic activities or as prescribed by competent authority</i>	<i>Navy blue blouse Straight-cut black slacks/skirt Black leather shoes</i> <i>Athletic Uniforms may be worn from 1 p.m. onwards when engaging in athletic activities or as prescribed by competent authority</i>
<i>Friday</i>	<i>Smart Casual as defined under Section IV (K) and illustrated in Section V (A.4) of CSC MC No. 16, s. 2024 or PCG Polo Shirt</i>	<i>Smart Casual as defined under Section IV (K) and illustrated in Section V (A.4) of CSC MC No. 16, s. 2024 or PCG Polo Shirt</i>

It shall also apply to all Contract of Service (COS) workers, particularly on Mondays and on days without an agency-prescribed office uniform. COS workers with an agency-prescribed uniform shall wear it from Tuesday to Thursday, while those without one shall wear smart casual attire.

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

- ii. Philippine Tropical Fabric Law. Pursuant to the PTF Law and its Amended IRR (CSC MC No. 7, s. 2023), the use of PTF is prescribed for official uniforms of government officials and employees, either for the set of uniforms or a part thereof, but not as a mere clothing embellishment or adornment but also for other purposes that require the use of fabrics in government offices and functions.
- iii. Occupational Safety and Health Standards (OSHS). PCG shall provide Personal Protective Equipment in accordance with the requirements of the OSHS, as amended, to employees who are exposed to occupational hazards.

- iv. Appropriate Dress Code for Onsite and Flexiplace Work Arrangement.
In cases where flexiplace work arrangement is implemented, the official/employee shall wear the required dress code. 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.

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

- a) The PCG shall allow officials and employees to choose and wear the prescribed uniform that suits their respective gender preferences, identities and/or expression.
- 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.

v. Grooming and Appearance

To promote a respectful, inclusive and professional work environment, the following guidelines on grooming and personal appearance shall apply:

Grooming Items	Authorized
Hair-Overall	<ul style="list-style-type: none">– clean– well-groomed– neat– hair coloring must look natural
Facial Hair	<ul style="list-style-type: none">– clean-shaven
Cosmetics (Female Only)	<ul style="list-style-type: none">– conservative and in good taste
Fingernails (Male)	<ul style="list-style-type: none">– short– clean and properly cut



Fingernails (Female)	<ul style="list-style-type: none"> – clean and properly cut – conservative nail polish in neutral colors
Body Piercing	<ul style="list-style-type: none"> – No articles, jewelry or studs, other than earrings for women shall be attached to or through the ear, nose, tongue or any other body part visible while wearing the uniform
Tattoos/Brands/Scarring/Mutilation/Modifications	<ul style="list-style-type: none"> – Prohibited unless authorized for legitimate medical purposes

B. Prohibited Attire and Other Prohibitions

Pursuant to 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:

- i. Collarless T-shirt;
- ii. Blouses with over-plunging necklines;
- iii. Backless top/plunged back top;
- iv. Sleeveless;
- v. See-through clothing;
- vi. Gauzy, transparent, or net-like clothing;
- vii. *Sando*, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt);
- viii. Leggings, above-the-knee skirt, walking shorts, cycling shorts and jogging pants (unless worn during official events involving physical exercise);
- ix. Ripped jeans;
- x. Short pants;
- xi. Sandals, slippers, clogs (i.e., Crocs) and slip-ins exposing the toes;
- xii. Excessive jewelry, except for special occasions and during official celebrations;
- xiii. Heavy or theatrical makeup, except for those engaged in the performing arts; and
- xiv. 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:

- i. 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 the uniformed personnel in the police, fire, correction, jail and national mapping services; medical and health personnel; research and laboratory personnel and technicians; and those who are performing field work;

- ii. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
- iii. Physical disabilities and other legitimate health reasons of the employee;
- iv. Pregnant female employee during the period of pregnancy;
- v. Employee who is in mourning due to the death of any member of his/her family;
- vi. Emergency cases or during rehabilitation efforts after a severe calamity/disaster, or inclement weather; and
- vii. 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 NUP Affairs 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 a smart casual attire.

VII. RESPONSIBILITIES

To ensure the effective implementation, monitoring and continuous improvement of this Dress Code for PCG Non-Uniformed Personnel, the following offices and units shall have the following responsibilities:

A. Commandant, PCG

- i. Exercise overall supervision and control over the implementation of this Dress Code.
- ii. Approve requests for exemption filed by Non-Uniformed Personnel and declare the day/s when the wearing of the agency-prescribed uniform is suspended in accordance with national or local declaration of state of calamity due to natural or man-made disaster in the area or during the celebration/commemoration of national or agency events.
- iii. Issue directives and clarifications as may be necessary for the effective enforcement of this policy.

B. Deputy Chief of Coast Guard Staff for Comptrollership, CG-6

- i. Ensure the allocation and release of necessary funds for the procurement of prescribed office uniforms and related materials for non-uniformed personnel, subject to applicable budgeting, accounting and auditing rules.

- ii. Coordinate with CG-4 and CGHRMC to support the logistical and financial requirements of this policy.

C. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- i. Oversee the procurement, distribution and inventory of prescribed office uniforms and related paraphernalia for Non-Uniformed Personnel.
- ii. Ensure that all uniforms and materials comply with the standards set by the PCG Uniform Board.
- iii. Coordinate with CG-6 and CGHRMC to address logistical needs related to the implementation of this policy.

D. Coast Guard Human Resource Management Command (CGHRMC)

- i. Lead the implementation, monitoring and evaluation of this Dress Code among Non-Uniformed Personnel.
- ii. Conduct orientation and information dissemination activities regarding the provisions of this Memorandum Circular.
- iii. Consolidate and endorse requests for exemption to the Commandant, PCG, through the NUPAO.
- iv. Submit periodic reports on compliance and issues encountered to the Commandant, PCG.

E. Non-Uniformed Personnel Affairs Office (NUPAO)

- i. Serve as the primary office for receiving, processing and endorsing requests for exemption or clarification from Non-Uniformed Personnel.
- ii. Provide guidance and assistance to Non-Uniformed Personnel regarding the interpretation and application of this Dress Code.
- iii. Monitor compliance and report violations or issues to the CGHRMC for appropriate action.

F. PCG Uniform Board

- i. Review and recommend standards for office uniforms and paraphernalia for Non-Uniformed Personnel, including materials, design and manner of wearing, consistent with the provisions of this Memorandum Circular and existing PCG policies.
- ii. Approve new designs or modifications of office uniforms for Non-Uniformed Personnel, in coordination with relevant offices.

- iii. Regularly review and update policies related to uniforms and dress codes to ensure alignment with current laws, regulations and best practices.
- iv. Perform such other functions as may be necessary to carry out the objectives of this Circular.

All Offices and Units shall coordinate closely to ensure the effective and efficient implementation of this Dress Code for PCG Non-Uniformed Personnel and to address any issues or concerns that may arise.

VIII. FUNDING AND LOGISTICAL REQUIREMENTS

The funding for the implementation of this Memorandum Circular, including the provision of uniform or clothing allowance for all PCG Non-Uniformed Personnel, shall be sourced from the annual appropriations of the Philippine Coast Guard, subject to the amount authorized by law and existing government accounting and auditing rules and regulations.

The grant of uniform or clothing allowance shall be in accordance with the amount and guidelines prescribed by the Civil Service Commission, the Department of Budget and Management and other relevant authorities.

IX. PENALTY

Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules and regulations.

X. REPEALING CLAUSE

The following policy issuances regarding dress code in the government are hereby repealed by Civil Service Commission Memorandum Circular No. 16, s. 2024 dated 29 November 2024:

- A. CSC Resolution No. 973334 dated 7 July 1997 (CSC MC No. 18, s. 1997) – *Dress Code*
- B. CSC Resolution No. 002515 dated 31 October 2000 (CSC MC No. 19, s. 2000) – *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*

All other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith are deemed repealed or modified accordingly.

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XI. SEPARABILITY CLAUSE

If any provision of this Revised Dress Code or the application of such provision to any person or circumstances is declared invalid, the remainder of the policy or the application of such provision to other persons or circumstances shall not be affected by such declaration.

XII. PERIODIC REVIEW

The provisions of this Memorandum Circular shall be subject to periodic review by the PCG every two (2) years, or as may be deemed necessary by CG-1. The PCG may, as necessary, issue amendments, revisions or supplemental guidelines to ensure the effective implementation and relevance of this Memorandum Circular in light of evolving circumstances, policies or applicable laws.

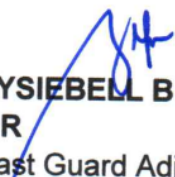
XIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately after its publication and shall remain in force and effect until revoked.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

GLIDE GENE MARY G SONTILLANOSA
COMMO **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
PCDR **PCG**
Coast Guard Adjutant

Annexes:

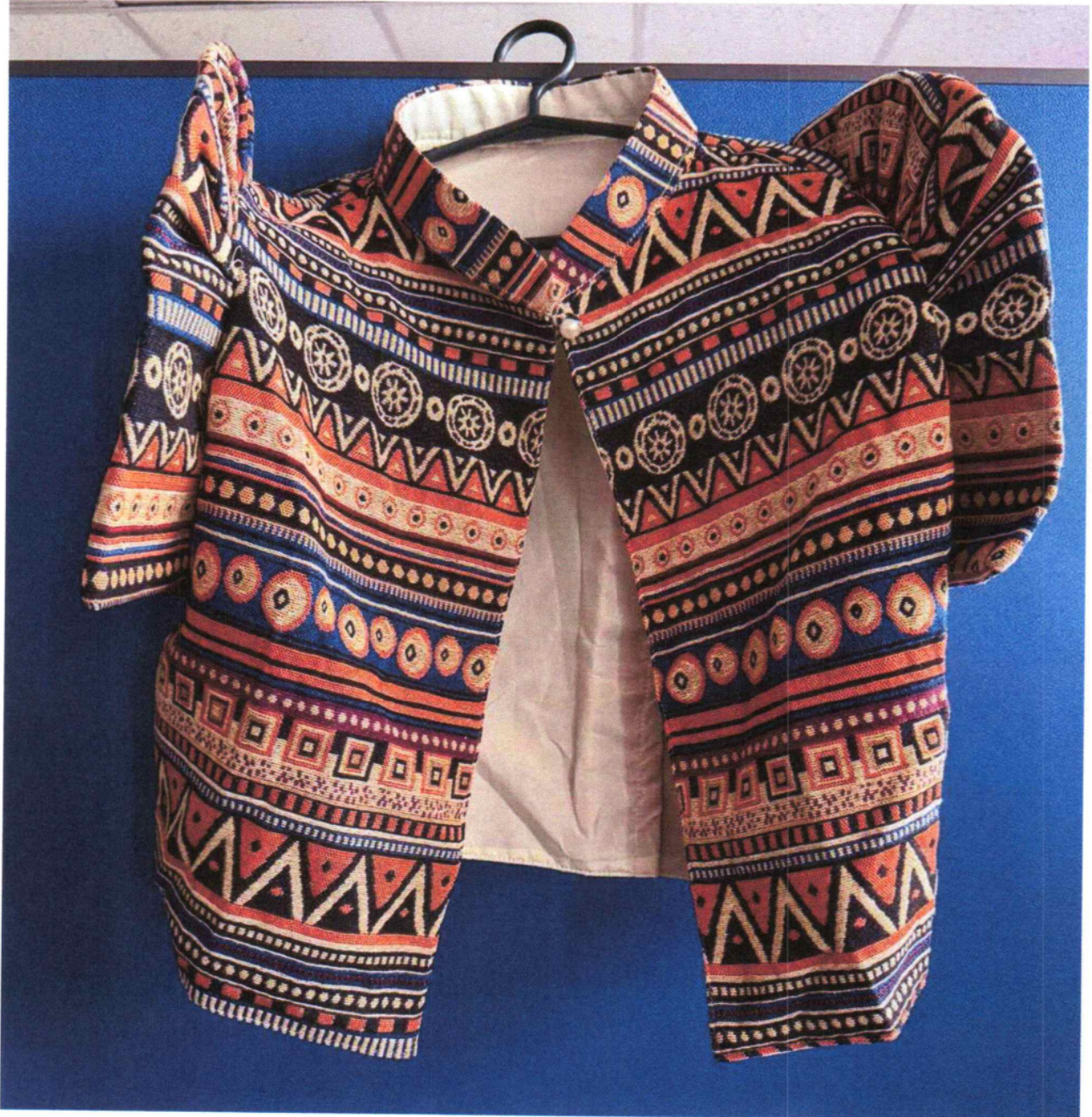
- A – ASEAN-inspired attire for Male*
- B – ASEAN-inspired attire for Female*
- C – Filipiniana-inspired for Male*
- D – Filipiniana-inspired for Female*
- E – Smart Casual for Male*
- F – Smart Casual for Female*

VISUAL EXAMPLES

ASEAN-inspired attire for Male



ASEAN-inspired attire for Female



Filipiniana-inspired for Male



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Filipiniana-inspired for Female



Smart Casual for Male



Smart Casual for Female

