



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**

RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
 (+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Ref. No. 2024- 06  
 January 8, 2024

**MEMORANDUM FROM THE DIRECTOR**

**TO : ALL BAR EMPLOYEES**

**SUBJECT : AMENDMENT TO THE DA-BAR GUIDELINES ON THE WEARING OF PRESCRIBED DRESS CODE AND IDENTIFICATION CARDS (ID)**

In view of the issuance of a Memorandum from the Department of Agriculture Undersecretary-designate for Administration dated December 4, 2023 on the *Reiteration of Dress Code*, the DA-BAR Guidelines on the Wearing of the Prescribed Dress Code was consequently modified as follows:

**I. DRESS CODE**

All employees are enjoined to follow the prescribed dress code on assigned days of the week:

Day of the Week	Male	Female
<b>Monday</b>	White polo/white polo barong; Slacks/suit/pants/trousers; Formal/semi-formal footwear	White polo/plain white blouse; Slacks/office pants or knee-length/long skirt/dress; Formal/semi-formal footwear, preferably closed toe shoes
<b>Tuesday</b>	Blue polo/Blue collared shirt with DA-BAR logo; Slacks/suit; Pants/trousers; Formal/semi-formal footwear	Blue polo/Blue collared shirt with DA logo; Slacks/office pants or knee-length/long skirt/dress; Formal/semi-formal footwear, preferably closed toe shoes
<b>Wednesday</b>	Blue polo/Blue collared shirt with DA-BAR logo; Slacks/suit; Pants/trousers;	Blue polo/Blue collared shirt with DA logo; Slacks/office pants or knee-length/long

	Formal/semi-formal footwear	skirt/dress; Formal/semi-formal footwear, preferably closed toe shoes
<b>Thursday</b>	Blue polo/Blue collared shirt with DA-BAR logo; Slacks/suit; Pants/trousers; Formal/semi-formal footwear	Blue polo/Blue collared shirt with DA logo; Slacks/office pants or knee-length/long skirt/dress; Formal/semi-formal footwear, preferably closed toe shoes
<b>Friday</b>	Any color of polo/ collared shirt; Denim/jeans except ripped/acid washed/stone washed, etc.;; Casual footwear	Any color of polo/ collared shirt; Denim/jeans except ripped/acid washed/stone washed, etc.;; Casual footwear

Employees who are conducting field monitoring and evaluation are instructed to wear the BAR vest<sup>1</sup>. For those reporting on-site/at BAR, the vest shall also be worn at least once a week, specifically, every Wednesday. Likewise, all are enjoined to wear their BAR lapel pins<sup>2</sup> on the right side of their shirt collars from Monday to Friday.

The above dress code shall be strictly followed as scheduled. The security service personnel are hereby authorized to record in the designated logbook any personnel who do not comply with the above-mentioned dress code. The immediate supervisors are also tasked to monitor the compliance of this Memorandum.

Non-compliance shall be grounds for disciplinary action particularly for violation of Reasonable Office Rules and Regulations, provided that he/she undergoes the due process. The following shall be imposed in relation to this:

First Offense	Reprimand
Second Offense	Suspension from office for one (1) to thirty (30) days

<sup>1</sup> will be distributed at a later date

<sup>2</sup> will be distributed by the HRMU once purchased

✓

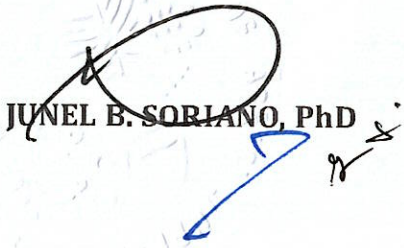


Third Offense	Dismissal
---------------	-----------

All other provisions of the guidelines on the wearing of the prescribed dress code and Identification Cards (ID) shall remain in order.

This Memorandum shall take effect immediately and shall remain in force unless revoked in writing.

For compliance.

  
**JUNEL B. SORIANO, PhD**

