

MANAGEMENT SERVICES DEPARTMENT

MEMORANDUM

TO : All Concerned

THROUGH : Javey Paul D. Francisco
Supervising Commissioner, MSD

FROM : Vhincen G. Cañares
Director, MSD

SUBJECT : **VISITOR'S DRESS CODE POLICY**

DATE : 14 April 2025

As part of our continued commitment to maintaining a professional corporate image and upholding proper decorum within our premises, the Commission is implementing the Visitor's Dress Code Policy, effective 21 April 2025.

This policy is designed to ensure that all guests, clients, and visitors entering the SEC premises present themselves in a manner consistent with our core values and corporate standards. The following provisions are included in the policy:

1. **Appropriate Attire** – Visitors are encouraged to wear business or smart casual attire.
For Men:
 - Collared shirts (polo shirts, button-down shirts, or dress shirts)
 - Slacks, trousers, or dark-colored jeans (clean and not ripped)
 - Closed-toe shoes (leather shoes or formal sneakers)**For Women:**
 - Blouses, polo shirts, or professional tops (no revealing clothing)
 - Slacks, skirts (knee-length or longer), or dark-colored jeans (clean and not ripped)
 - Closed-toe shoes, heels, or professional flats
2. **Prohibited Attire** – The following clothing shall not be allowed:
For Men:
 - Sleeveless shirts (e.g., tank tops, sando)
 - Ripped, tattered, or excessively distressed jeans/pants
 - Shorts (except for medical reasons or specific exemptions)
 - Open-toe footwear (e.g., slippers, flip-flops, sandals)
 - Clothing with offensive prints, slogans, or inappropriate graphics**For Women:**
 - See-through, revealing, or excessively tight clothing
 - Crop tops, tube tops, or off-shoulder blouses
 - Ripped, tattered, or excessively distressed jeans/pants
 - Mini-skirts or extremely short shorts
 - Slippers, flip-flops, or beach sandals
 - Clothing with offensive prints, slogans, or inappropriate graphics

1. **Exemptions** – The following individuals shall be **exempted** from the dress code restrictions:

- **Persons with disabilities** or those with medical conditions requiring special attire.
- **Injured individuals** who require the use of medical-related clothing.
- **Other justifiable reasons** subject to security discretion.

SEC security personnel shall be responsible in enforcing this policy at building entrances and other access points. Appropriate signage/s, visitor advisories, and online announcements shall also be used to inform the public.

Clients and guests who fail to comply with this policy may be refused entry. Compliance is crucial to the Commission's continued efforts to uphold a professional office environment.

For everyone's guidance.