



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

OFFICE OF THE SANGGUNIANG BAYAN

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EXCERPTS FROM THE MINUTES OF THE SEVENTH (7TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON SEPTEMBER 1, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laiza B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

None

ORDINANCE NO. 2025-2439

AN ORDINANCE INSTITUTIONALIZING THE USE OF GENDER-NEUTRAL DRESS CODE AND TRANSGENDER AND GENDER NON-CONFORMING NAMES, PRONOUNS, TITLES FOR MUNICIPAL GOVERNMENT OFFICIALS AND EMPLOYEES OF LOS BAÑOS.

Author : Councilor  Leren Mae M. Bautista

WHEREAS, in compliance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s.1991 dated 23 April 1991 and CSC MC No. 25, s. 1991 dated June 20 1991, the CSC prescribed the Dress Code for all government officials and employees when reporting for work in line with the provisions of RA No. 6713 otherwise known as the *"Code of Conduct and Ethical standards for Public Officials and Employees"*;

WHEREAS, the CSC adopted the Revised Code Prescribed for All Government Officials and Employees in the Workplace to conform with the changes of the Philippine Centennial in 1998 institutionalizing the wear of *"Filipiniana"* attire during Mondays and of the Gender Advocacy program of the CSC;

WHEREAS, the CSC reminded all government agencies to wear ASEAN-inspired attire during the first flag raising ceremony of every month for continuous promotion of ASEAN awareness through CSC MC No. 13, s. 2019 dated 8 July 2019;



WHEREAS, in compliance with Republic Act No. 9242 otherwise known as the "*Philippine Tropical Fabrics (PTF)*", the CSC circulated CSC MC NO. 7, s. 2023, prescribe the use of PTF as official uniforms of all government officials and employees, either for 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;

WHEREAS, in compliance with Republic Act No. 9485 also known as the "*Anti-Red Tape Act (ARTA)*" of 2007, identification card forms are a part of the agency-prescribed uniform; thus, officials and employees shall wear their IDs during office hours or official duty;

WHEREAS, the Municipal Government of Los Baños (MGLB) enacted and approved Municipal Ordinance No. 2015-1463 known as "*An Ordinance Prescribing the Color – Royal Blue as the Official Color of the Municipality of Los Baños, Province of Laguna*" to promulgate regulations that would enhance proper representation of the town through the effective use of a color. The use of the official color shall be used for the following purposes but not limited to:

1. Uniform of Municipal Officials and Employees;
2. Foundation Anniversary/Bañamos Shirts; and
3. Designs and lay-outs of printed materials for municipal program/projects and activities.

WHEREAS, the MGLB also enacted and approved Municipal Ordinance No. 2018-1791 known as "*An Ordinance Proving for a Comprehensive Anti-discrimination Policy on the Basis of Sexual Orientation, Gender Identity and Expression (SOGIE)*" to employ conscious efforts in providing sustainable and balance quality of life for all gender orientation and identities;

WHEREAS, the MGLB has 977 total number of employees, consisting of 233 permanent employees (109 male, 113 female, 9 LGBTQIA+), 60 regular casual employees (33 male, 22 female, 3 LGBTQIA+), 673 job order (258 male, 244 female, 9 LGBTQIA+), and 9 contract of service (3 male, 8 female). Out of 977 employees, staff and personnel of the Local Government Unit of Los Baños, a total of 2.1% belong to the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and other identities (LGBTQIA+) community; and

WHEREAS, in view of the foregoing existing rules and regulations on appropriate dress code of government officials and employees and to conform with the emerging social issues on gender discrimination, disability and social inclusion, the Local Government Unit of Los Baños adopts the CSC Resolution NO. 240766 dated 29 August 202, the Revised Dress Code for Government Officials and Employees and the Memorandum No. OVCAA-MTTP 21-029 "*Guidelines on Affirming Transgender and Gender Non-Conforming (TGNC) Students' Names, Pronounce and Titles*" of the Center for Women's and Gender Studies of the University of the Philippines Diliman.



NOW, THEREFORE, on motion of Councilor Leren Mae M. Bautista, duly seconded by Councilor Jay G. Rolusta and concurred by all Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, in session assembled, **THAT**:

SECTION 1. TITLE. This ordinance shall be known as the "AN ORDINANCE INSTITUTIONALIZING THE USE OF GENDER-NEUTRAL DRESS CODE AND TRANSGENDER AND GENDER NON-CONFORMING NAMES, PRONOUNS, TITLES FOR MUNICIPAL GOVERNMENT OFFICIALS AND EMPLOYEES OF LOS BAÑOS."

SECTION 2. COVERAGE. This Code shall govern all objects situated within the territorial jurisdiction of the Municipality of Los Baños, specifically enumerated in its provisions, and all persons, entities or agencies involved in activities or related fields which are made subject of regulation by the provisions embodied in this Code.

SECTION 3. DECLARATION OF POLICY. It is hereby declared to be the policy of the Local Government Unit of Los Baños to be fully committed in the promotion of interests and development of the community and the protection of their rights and privileges persons involved towards any laws pertaining to the violation and/or non-compliance as stipulated in this ordinance.

SECTION 4. LEGAL BASIS. This Code shall be governed by the provisions of the following acts of the State:

- a. Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s.1991 dated 23 April 1991 and CSC MC No. 25, s. 1991 dated June 20 1991 – "The CSC prescribed the Dress Code for all government officials and employees when reporting for work";
- b. Civil Service Commission (CSC) Memorandum Circular (MC) No. 13, s. 2019 – "Observance of ASEAN Month and Promotion of ASEAN Awareness";
- c. Civil Service Commission (CSC) Resolution No. 240766 dated 29 August 202, the Revised Dress Code for Government Officials and Employees;
- d. Guidelines on Affirming Transgender and Gender Non-Conforming (TGNC) Students' Names, Pronounce and Titles;
- e. Municipal Ordinance No. 2015-1463 – "An Ordinance Prescribing the Color – Royal Blue as the Official Color of the Municipality of Los Baños, Province of Laguna";
- f. Municipal Ordinance No. 2018-1791 known as "An Ordinance Proving for a Comprehensive Anti-discrimination Policy on

- the Basis of Sexual Orientation, Gender Identity and Expression (SOGIE)”;
g. Republic Act No. 6713 – “Code of Conduct and Ethical standards for Public Officials and Employees”;
h. Republic Act No. 9242 - The Philippine Tropical Fabrics (PTF)”;
and
i. Republic Act No. 9485 – The Anti-Red Tape Act (ARTA) of 2007.

SECTION 5. DRESS CODE GUIDELINES. Pursuant to the following provisions stated herewith in Section 4 of this Ordinance, the following guidelines hereunder shall be strictly observed:

- A. The official attire of the Municipal government officials and employees of Los Baños shall include Filipiniana inspired attire, ASEAN inspired attire, and agency prescribed office uniform, including but not limited to smart casual attire, which shall be worn in accordance with the assigned schedule as follows:

Official Attire	
Working Days	Attire
Mondays	
1 st Monday of the Month	ASEAN inspired
Succeeding Mondays	Filipiniana inspired
Tuesdays to Thursday	MGLB prescribed uniform
Friday	Smart Casual

- B. The Municipal Government of Los Baños (MGLB) shall provide the officials and employees the option to wear the agency prescribed uniform that suits their respective gender preferences, identities, and/or expression;
- C. 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, consistent with the provisions of the MGLB official attire;
- D. Accessories shall be allowed, such as headbands, turbans, necklaces, scarves, coats and vest;
- E. The MGLB officials and employees shall be advised of the prohibited attires as per Section 8, Rule VI of the Rules Implementing RA No. 6713, as follows:



- a. Collarless T-shirt, blouses with over-plunging necklines, backless top/plunged back top, sleeveless, see-through clothing;
 - b. Gauzy, transparent, or net-like clothing;
 - c. Sando, tank-tops, tube-tops, halters, and strapless or spaghetti-strap blouse (unless worn as undershirt);
 - d. Leggings, above-the-knee skirt, walking shorts, cycling shorts, ripped jeans, short pants, and jogging pants (unless worn during official events involving physical exercise);
 - e. Sandals, slippers, and slip-ins exposing the toes;
 - f. Excessive jewelry, except for special occasions and during official celebrations;
 - g. Heavy or theatrical make-up, except for those engaged in the performing arts; and
 - h. Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.
- F. Identification card forms a part of the agency prescribed uniform, MGLB officials and employees shall wear their respective ID's during office hours and/or official duty;
- G. The MGLB prescribed uniform shall be approved by the Local Chief Executive in consultation and deliberation with the uniform committee, provided that, the prescribed color of the Municipality of Los Baños shall not be altered or omitted in compliance with Municipal Ordinance No. 2015-1463 known as "*An Ordinance Prescribing the Color – Royal Blue as the Official Color of the Municipality of Los Baños, Province of Laguna*", provided further that, the official seal of MGLB shall be on the left side of the chest, usually above the breast pocket.

SECTION**6. EXEMPTIONS.** The exemptions shall be allowed under the following circumstances:

- A. When the nature of work of the official or employee demands that he/sha wears clothing other than those prescribed above such as but not limited to uniformed personnel in the police, fire, correction jail and national mapping services; medical and health personnel; research and laboratory personnel and technicians, and those performing field work;

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- B. Religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
- C. Physical disabilities and other legitimate health reasons of the employee, provided the employee presents a medical certificate from her attending physician;
- D. Pregnant women during the duration of the pregnancy;
- E. Employee mourning due to death of a family member;
- F. During emergency response, cases, and rehabilitation efforts after a calamity/disaster and/or inclement weather; and
- G. Other circumstances analogous to the foregoing.

In case the official or employees cannot comply with the provisions of this Ordinance, the official or employee shall file a written request for exemption from the office of the Local Chief Executive, through the Human Resources Management Office, at least Fifteen (15) days prior or whenever possible, for approval. If request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

The written request for exemption shall also be applicable for officials and employees coming from pregnancy, and shall be granted an exemption for a duration of one (1) year from date of approval of request.

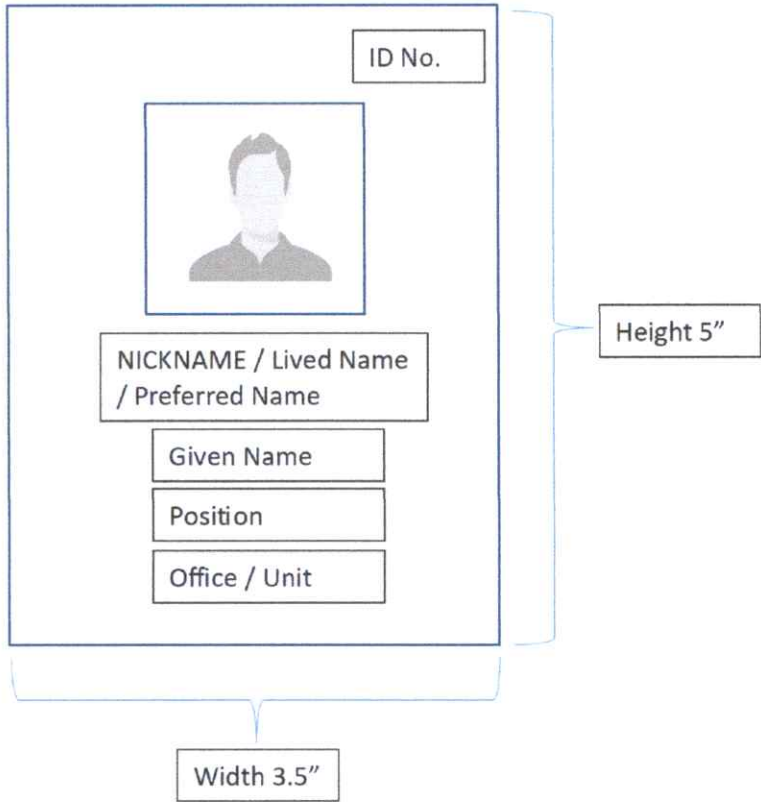
SECTION

7. IDENTIFICATION (ID) CARD. In view of the foregoing existing rules and regulations on the appropriate dress code and to conform with the emerging social issues such as gender discrimination, disability and social inclusion. The following provisions for the MGLB identification cards shall consist of the following:

- a. Nickname / Lived Name / Preferred Name of the Official or employee (displayed prominently in bold letters, visible and readable);
- b. Given / Birth Name: Full legal name of the official or employee shall be below the Nickname / Lived Name / Preferred Name (displayed prominently in smaller fonts and shall be visible and readable);
- c. Position and/or Designation;
- d. Office, Unit or Department;
- e. Employee number;
- f. Official shall be 5 inches in height and 3.5 inches in width;
- g. Laminated for job order and/or contractual, PVC ID shall be provided to regular and permanent employees.

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Suggested designed for the ID:



An official identification card made of PVC material shall be issued to permanent employees and shall adopt the government sized id CR80 standard at 3.375" x 2.125" based on ISO/IEC 7810 ID-1 format in compliant with the consistency of worldwide identity card. It shall consist of the following information:

Front:

- a. Official Seal of MGLB;
- b. Given / Birth Name: Full legal name of the official or employee;
- c. Position and/or Designation;
- d. Office, Unit or Department;
- e. Employee number;
- f. Permanent Address;
- g. Signature;

Back:

- a. Birthday;
- b. GSIS BP No.;
- c. Pag-ibig No.;
- d. Philhealth No.;
- e. TIN No.; and
- f. Emergency contact number

Design of the ID and the official ID shall depend upon the approval of the Local Chief Executive and the Uniform Committee shall bear the official color of the Municipality of Los Baños.

SECTION 8. PENALTY AND VIOLATIONS. Violation of the abovementioned shall be considered ground/s for disciplinary action and dealt with according to the existing, laws, rules and regulations set forth by the civil service commission and the agency.

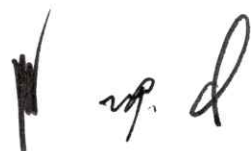
SECTION 9. GUIDELINES ON AFFIRMING TRANSGENDER AND GENDER NON-CONFORMING (TGNC) NAMES, PRONOUNCE AND TITLES. To address issues of gender discrimination in the Municipal Government of Los Baños and to conform with sexual orientation and gender identity and/or expression (GIE) of an individual, the transgender and gender non-conforming (TGNC) Names, Pronouns and Titles shall be applied amongst officials and employees of the Municipal Government of Los Baños, through the following provisions:

- A. Officials or employees may use their GIE that is usually different from their full legal name, provided that the official or employee shall provide their full legal name if asked to do so by a client and/or another official or employees;
- B. The ID shall consist of the nickname, lived name and preferred name of the TGNC;
- C. The use of Ms., Mr., Mister, Miss and Mx for TGNC shall be accepted in formal writing, invitations, notices, memorandum orders and other official documents of MGLB; and
- D. MGLB shall adhere to non-confirming pronouns such as but not limited to 'chairman' or 'chairwoman' instead it shall be addressed as Chairperson.

SECTION 10. REPEALING CLAUSE. All ordinances, rules and regulations or parts not consistent with any provision of this Code are hereby repealed, amended or modified accordingly.

SECTION 11. SEPARABILITY CLAUSE. If, for any reasons, any part or provision of this Code shall be declared unconstitutional or invalid by the court, or suspended or revoked by competent authorities, other parts or the provisions thereof which are not affected thereby shall continue to be full force and effect.

SECTION 12. EFFECTIVITY. This Code shall take effect upon compliance with the posting/publication requirements of the Local Government Code.




ENACTED: September 8, 2025.

I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


DONA T. ALBORIDA-DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:


HON. NEIL ANDREW N. NOCON
Municipal Mayor