

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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MEMORANDUM

**TO: Education Program Supervisors/Division Coordinator – Designates
Section Heads and Staff
This Division**

FROM: EDILBERTO L. OPLENARIA
Schools Division Superintendent

DATE: January 15, 2013

RE: Observance of Flag Ceremonies

Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 01/16/13 Time: 09:04 am
By: [Signature]

1. For information, guidance, and compliance of all concerned, you are hereby provided copy of the enclosed *Civil Service Commission Memorandum Circular No. 19, s. 2012 re: Observance of Flag Ceremonies*.
2. Attendance of personnel during flag raising and lowering ceremonies will be checked by the Human Resource and Staff Development Section.
3. Please be guided accordingly.

Encl. As stated

Copy furnished:
Records Section



MC No. 19, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHERS CONCERNED

SUBJECT : Observance of Flag Ceremonies

Republic Act No. 8491, otherwise known as the "Flag and Heraldic Code of the Philippines" requires all government offices and educational institutions to observe the flag-raising ceremony every Monday morning and the flag-lowering ceremony every Friday afternoon.

It has been observed that if the regular or special holidays fall on Mondays and Fridays, some government offices do not hold flag-raising and flag-lowering ceremonies.


To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all heads of government agencies are enjoined to schedule a flag raising ceremony every Monday, or the next working day if Monday is declared a holiday, and a flag-lowering ceremony every Friday or on the last working day of each week. Agencies are advised to conduct the flag-raising and flag-lowering ceremonies at 8 o'clock in the morning and 5 o'clock in the afternoon, respectively.

Agency heads are, likewise, enjoined to establish internal guidelines to strictly monitor the attendance of their personnel in the flag ceremonies and ensure strict compliance.

This Memorandum Circular shall take effect immediately.

Please be guided accordingly.

NOV 12 2012


FRANCISCO T. DUQUE III, MD, MSc
Chairman

PPSO/PPSSD/APE/JLT/PBC/medy
MC-Flag ceremonies

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