



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



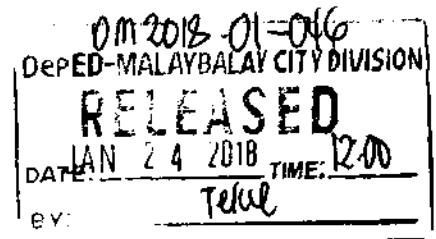
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DIVISION MEMORANDUM

No. 046, s. 2018

**TO: Chief Education Supervisors and Staff, CID and SGOD
Section/Unit Heads and Staff
All Others Concerned**

FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent *q*



DATE: January 8, 2018

**SUBJECT: OBSERVANCE TO THE FLAG RAISING AND FLAG LOWERING
CEREMONIES OF THE EMPLOYEES IN THE SCHOOL DIVISION
OFFICE**

1. In adherence to Section 18 of Republic Act No. 8491 (Flag and Heraldic Code of the Philippines), this Office hereby directs to observe **the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon**. Exempted in attending to these ceremonies are those employees only who are on official travel.
2. Further, this Office reminds employees to arrive early before 8:00AM every Monday or first working day of the week to attend the flag raising ceremony. Moreover, all employees are also reminded to attend the flag lowering ceremony every Friday or last working day of the week to start at 5:00PM. Attendance will be checked by the Personnel Unit. In case of official travel, the concerned employee is advised to notify the Personnel Unit for information and guidance.
3. For compliance.

Copy Furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE DIVISION WEBSITE