



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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May 19, 2023

DIVISION MEMORANDUM  
No. 185, series of 2023

To: All employees  
This Division

From: *Cherry Mae L. Reyes*  
CHERRY MAE L. REYES, PH.D., CESO V  
Schools Division Superintendent

Subject: ATTENDANCE TO THE FLAG RAISING CEREMONY

1. This is to remind all employees of the Department of Education, Division of Malaybalay City on attendance to the Monday flag-raising ceremony.
2. Pursuant to Republic Act No. 8491, known as the "Flag Heraldic Code of the Philippines" and the Civil Service Commission Memorandum Circular No. 19, s. 2012 on "Observance of Flag Ceremonies," all employees are required to attend the flag-raising ceremony every Monday morning at 8:00 AM (*in the Division office*) or 7:15 AM (*in the school*), or the next day if Monday is declared non-working holiday.
3. Attendance of the employees in the schools will be checked/monitored by the School Principals/School Heads or their authorized representatives; while those assigned in the Division Office shall be monitored by their respective Division Chief/Section Head.
4. The School Principal/School Head/Division Chief/Section Head will issue a written warning to those employees who are habitually absent in the flag-raising ceremonies. Habitual absence means missing three (3) consecutive flag-raising ceremonies or accumulating a total of six (6) absences in three consecutive months without a valid explanation. Succeeding offense/s after a



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written warning has been issued shall be reported to the Schools Division Superintendent for appropriate disciplinary action.

5. Please be reminded that Violation of Reasonable Office Rules and Regulations under light offenses is punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense, pursuant to Section 58, subparagraph C-3, of DepEd Order No. 49 series of 2006 otherwise known as Revised Rules of Procedure of the Department of Education in Administrative Cases.
  
6. For guidance and compliance.



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