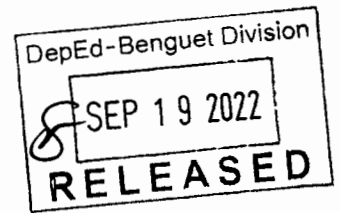




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



DIVISION MEMORANDUM
NO. 297 s. 2022

TO: All SDO Functional Division Chiefs (OSDS, SGOD, CID)
Education Program Supervisors
Public Schools District Supervisors
All SDO Staff and Personnel
Elementary and Secondary School Principals
Head Teachers/TICS/Teachers/Field Non-Teaching

DATE: September 16, 2022

SUBJECT: REMINDING THE OBSERVANCE OF FLAG RAISING AND LOWERING CEREMONIES

1. Quoted hereunder is CSC Memorandum Circular (MC) No. 19, s. 2012, entitled "Observance of Flag Ceremonies": videlicet: "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



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immediately. Please be guided accordingly”. SIGNED FRANCISCO T. DUQUE III, MD, MSc, Chairman

2. Similarly, highlighting some provisions under DepEd ORDER No. 50, s. 2015, dated October 29, 2015, “Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DEPED Programs Involving the Singing of the Philippine National Anthem”, item 1 states: “Pursuant to Section 18 of Republic Act (RA) No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines, **all government offices and educational institutions are required to participate in the Observance/Conduct of Flag Raising Ceremonies every Monday morning and Flag Lowering Ceremonies every Friday afternoon**”. Item 3: In view of this, the following guidelines are hereby issued in the Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in official DepEd Programs Involving the Singing of the Philippine National Anthem, to wit:

3. item 3a. Flag Raising Ceremonies,

1. All officials and employees from the Central, Regional, Schools Division Offices and Public schools nationwide, including all public school learners who have morning classes, are required to join the conduct of Flag Raising Ceremonies with the following sequence:
 - i. Singing of Lupang Hinirang
 - ii. Interfaith Prayers
 - iii. Recitation of Panunumpa ng Katapatan sa Watawat ng Pilipinas; and
 - iv. **Recitation of Panunumpa ng Lingkod Bayan by all Department officials and employees only.**

Item 3c: **Flag Lowering Ceremonies** – Consistent with Section 18 of RA 8491, all central, regional, schools division offices and public and private schools nationwide shall henceforth observe the Flag Lowering Ceremonies every Friday afternoon. The Ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem. The flag shall be lowered in strict compliance with Section 22 of the same law which provides:

Section 22. “During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall be down the mast at the sound of the last note of the anthem. Those in assembly shall observe the same deportment or shall observe the same behavior as for the flag-raising ceremony.



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4. Anent hereto, all SDO employees, no exemption are mandated to abide with the foregoing Memorandum Circular and DepEd Order as stipulated. Those who have clients to attend to should graciously inform them of such FRC activity first and/or may invite them to join.

5. The Division/Unit/Section in charge of the FRC shall likewise lead the Flag Lowering ceremony. All Sections/Units are most responsible in seeing to it that their team mates are compliant.

6. Health protocols shall still be our concern and adhered to by wearing facemasks, observing physical distancing and washing/sanitizing of hands.


GLORIA B. BUYA-AO
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects

FLAG RAISING CEREMONY

OFFICIALS/EMPLOYEES

GUIDELINES



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