



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

**MEMORANDUM**

No. 18, s. 2022

To: **OIC - Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, School Governance and Operations Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads/Principals/TIC**  
**Teaching and Non-Teaching Personnel**  
**All Others Concerned**

From: **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

Subject: **CONDUCT OF VIRTUAL FLAG RAISING AND LOWERING CEREMONIES OF THE SCHOOLS DIVISION OF DAPITAN CITY**

Date: January 7, 2022

1. As mandated by the Civil Service Memorandum Circular No. 19, s.2012 in pursuant to Section 10 of Republic Act (RA) No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines as reiterated in DepEd Order No. 50, s. 2015 re: Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Singing of the Philippine Nation Anthem, in Schools Division of Dapitan City reiterates the observance of the flag ceremony.
2. Consistent with the above provisions, participation of all employees of the division office including sub-offices to the virtual flag raising and lowering ceremonies is enjoined. Flag raising ceremony shall be **every Monday or first working day of the week at 8:00 in the morning, while flag lowering is every Friday or last working day of the week at 4:30 in the afternoon.**
3. The virtual flag raising ceremony every Monday shall include the following minimum activities/program:

- a. Singing of the Philippine National Anthem
- b. Prayer/Invocation
- c. Panunumpa ng Katapatan sa Watawat
- d. Panunumpa ng Lingkod Bayan (CSC Revised November 2021)
- e. Regional Hymn



**Address:** Sunset Boulevard, Dawo, Dapitan City  
**Telephone No.:** (65) 908-8242 **Fax No.:** (65) 908-8361  
**Website:** www.depeddapitan.net **Email Address:** dapitancity@deped.gov.ph



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- f. ASEAN Anthem, "The ASEAN Way"
- g. Announcements from the different functional units (max of 3 mins/unit)

Every Flag-lowering Ceremony on Friday shall include the following minimum activities:

- a. Singing of the Philippine National Anthem (NOT ANY NATIONALISTIC SONG) as the Philippine Flag is lowered.
  - b. Announcements
  - h. Dismissal - ASEAN Anthem, "The ASEAN Way"
4. All units shall take turns in leading the flag ceremonies. Division chiefs and unit heads shall assign monitor for the attendance of the employees in this office activities and assign/prepare the videos or slides if there is any for the reports and announcements.

The following shall be the order of offices to lead the flag ceremonies for FY 2022:

|                     |                  |                  |              |                 |
|---------------------|------------------|------------------|--------------|-----------------|
| CID                 | Jan. 10 & 14     | Feb. 21 & 25     | Apr. 4 & 8   | May 16 & 20     |
| SGOD                | Jan. 17 & 21     | Feb. 28 & Mar. 4 | Apr. 11 & 15 | May 23 & 27     |
| Finance             | Jan. 24 & 28     | Mar. 7 & 11      | Apr. 18 & 22 | May 30 & June 3 |
| Cash/Supply         | Jan. 31 & Feb. 4 | Mar. 14 & 18     | Apr. 25 & 29 | June 6 & 10     |
| Personnel/Records   | Feb. 7 & 11      | Mar. 21 & 25     | May 2 & 6    | June 13 & 17    |
| Admin. Services/GSO | Feb. 14 & 18     | Mar. 28 & Apr. 1 | May 9 & 13   | June 20 & 24    |

|                     |                  |                  |              |                  |
|---------------------|------------------|------------------|--------------|------------------|
| CID                 | June 27 & Jul. 1 | Aug. 8 & 12      | Sep. 19 & 23 | Oct. 31 & Nov. 4 |
| SGOD                | July 4 & 8       | Aug. 15 & 19     | Sep. 26 & 30 | Nov. 7 & 11      |
| Finance             | July 11 & 15     | Aug. 22 & 26     | Oct. 3 & 7   | Nov. 14 & 18     |
| Cash/Supply         | July 18 & 22     | Aug. 29 & Sep. 2 | Oct. 10 & 14 | Nov. 21 & 25     |
| Personnel/Records   | July 25 & 29     | Sep. 5 & 9       | Oct. 17 & 21 | Nov. 28 & Dec. 2 |
| Admin. Services/GSO | Aug. 1 & 5       | Sep. 12 & 16     | Oct. 24 & 28 | Dec. 5 & 9       |

|                     |              |
|---------------------|--------------|
| CID                 | Dec. 12 & 16 |
| SGOD                | Dec. 19 & 23 |
| Finance             | Dec. 26 & 30 |
| Cash/Supply         |              |
| Personnel/Records   |              |
| Admin. Services/GSO |              |

5. The ICT section, thru **Mr. Lauriel Balucan**, shall take charge of livestreaming the flag ceremonies in **DepEd Tayo Dapitan Facebook page** every Monday and Friday. He shall also prepare the virtual announcements days prior to each ceremony in the same social media page, prepare the virtual platform, create invitation for the speakers in a virtual meeting room to be streamed during the announcements.
6. Strict compliance to this Memorandum is directed.

