



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

12 January 2023

**MEMORANDUM**

No. 20, s. 2023

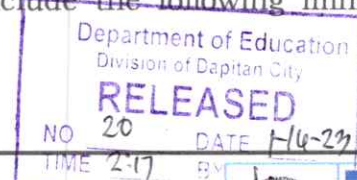
**CONDUCT OF FLAG RAISING AND LOWERING CEREMONIES  
OF THE SCHOOLS DIVISION OF DAPITAN CITY**

To: OIC - Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
OSDS Section Heads  
All Others Concerned

- As mandated by the Civil Service Commission 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 National Anthem, the Schools Division of Dapitan City reiterates the observance of the flag ceremony.
- Consistent with the above provisions, participation of all employees of the division office including sub-offices in the flag-raising and lowering ceremonies is enjoined. Flag raising ceremony shall be every Monday or the first working day of the week at 7:45 in the morning, while flag lowering is every Friday or the last working day of the week at 4:30 in the afternoon.
- The flag-raising ceremony every Monday shall include the following minimum activities/program:
  - Singing of the Philippine National Anthem
  - Prayer/Invocation
  - Panunumpa ng Katapatan sa Watawat
  - Panunumpa ng Lingkod Bayan (CSC Revised November 2021)
  - Regional Hymn
  - ASEAN Anthem, "The ASEAN Way"
  - Announcements from the different functional units (max of 3 mins/unit)

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

- Singing of the Philippine National Anthem



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- b. Announcements
- c. Dismissal – (ANY NATIONALISTIC SONG)

4. All units shall take turns in leading the flag ceremonies and take charge of the live streaming on DepEd Tayo Dapitan Facebook page every Monday and Friday. Division chiefs and unit heads shall monitor the attendance of their respective employees and submit it to the Administrative Section.

The following shall be the order of offices to lead the flag ceremonies for FY 2023;

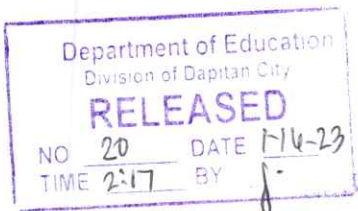
CID		Jan. 16 & 20	Feb. 20 & 24	Mar 27 & 31
SGOD		Jan. 23 & 27	Feb. 27 & Mar 3	April 3 & 7
Finance		Jan. 30 & Feb 3	Mar. 6 & 10	April 10 & 14
Cash/Supply	Jan. 3 & 6	Feb. 6 & 10	Mar. 13 & 17	April 17 & 21
Personnel/Records	Jan. 9 & 13	Feb. 13 & 17	Mar 20 & 24	April 24 & 28

CID	May 1 & 5	June 5 & 9	July 10 & 14	Aug 14 & 18
SGOD	May 8 & 12	June 12 & 16	July 17 & 21	Aug 21 & 25
Finance	May 15 & 19	June 19 & 23	July 24 & 28	Aug 28 & Sept 1
Cash/Supply	May 22 & 26	June 26 & 30	July 31 & Aug 4	Sept 4 & 8
Personnel/Records	May 29 & 2	July 3 & 7	Aug 7 & 11	Sept 11 & 15

CID	Sept 18 & 22	Oct 23 & 27	Dec 4 & 8
SGOD	Sept 25 & 29	Oct 30 & Nov 3	Dec 11 & 15
Finance	Oct 2 & 6	Nov 6 & 10	Dec 18 & 22
Cash/Supply	Oct 9 & 13	Nov 13 & 17	
Personnel/Records	Oct 16 & 20	Nov 20 & Dec 1	

5. Strict compliance with this Memorandum is directed.

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



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