



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

Office of the Schools Division Superintendent

08 January 2024

**MEMORANDUM**

No. 15, s. 2024

**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

1. 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.

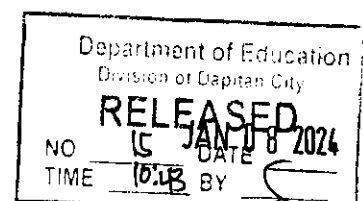
2. Consistent with the above provisions, participation of all employees of the division office including sub-offices in the flag-raising and lowering ceremonies is enjoined. Flag raising ceremony shall be every Monday or the first working day of the week at 7:45 in the morning, while flag lowering is every Friday or the last working day of the week at 4:45 in the afternoon.

3. The 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
- f. Recitation of DepEd Quality Policy Statement
- g. ASEAN Anthem, "The ASEAN Way"
- h. 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
- b. Announcements



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





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

c. Dismissal

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 Office of the Schools Division Superintendent.

The following shall be the order of offices to lead the flag ceremonies for FY 2024;

CID		Jan. 8 & 12	Feb. 12 & 16	Mar. 18 & 22
SGOD		Jan. 15 & 19	Feb. 19 & 23	Mar. 25 & 29
Finance		Jan. 22 & 26	Feb. 26 & Mar. 1	April 1 & 5
Cash/Supply		Jan. 29 & Feb. 2	Mar. 4 & 8	April 15 & 19
Personnel/Records	Jan. 2 & 5	Feb. 5 & 9	Mar. 11 & 15	April 22 & 26

CID	Apr. 29 & May 3	June 3 & 7	July 8 & 12	Aug 12 & 16
SGOD	May 6 & 10	June 10 & 14	July 15 & 19	Aug 19 & 23
Finance	May 13 & 17	June 17 & 21	July 22 & 26	Aug 28 & 30
Cash/Supply	May 20 & 24	June 24 & 28	July 29 & Aug 2	Sept 3 & 6
Personnel/Records	May 27 & 31	July 1 & 5	Aug 5 & 9	Sept 9 & 13

CID	Sept 16 & 20	Oct 21 & 25	Dec 2 & 6
SGOD	Sept 23 & 27	Oct 28 & Nov 1	Dec 9 & 13
Finance	Sept 30 & Oct 4	Nov 11 & 15	Dec 16 & 20
Cash/Supply	Oct 7 & 11	Nov 18 & 22	Dec 23 & 27
Personnel/Records	Oct 14 & 18	Nov 25 & 29	

5. Strict compliance with this Memorandum is directed.

**DANNY B. CORDOVA, EdD, CESO VI**  
 Schools Division Superintendent

OSDS-ADMS-Memo-2024-002



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity

