



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 05 2025

MEMORANDUM

ATTENDANCE TO FLAG CEREMONY AND FLAG RETREAT

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. This Office enjoins all personnel of SDO-Muntinlupa City to attend the flag raising ceremony at **7:30 a.m. every Monday** and flag retreat at **4:45 p.m. every Friday**, pursuant to the CSC Memorandum Circular No. 19 s. 2012 entitled, "Observance of Flag Ceremonies", to instill nationalism amongst all government employees.
2. Ensuring the smooth conduct of the above-mentioned activities, functional division/units shall follow the guidelines set in this memorandum. Attendance of employees will be checked/monitored by their respective Division Chief/Unit Heads:

	Involved	Action to be Taken
1	Personnel accumulating a total of six (6) absences and tardiness in flag raising & flag retreat ceremonies without valid reason for every quarter of the year.	Shall be required to submit a letter of explanation to the Administrative Division. If the justification is unsatisfied, an administrative charge may be recommended against the erring personnel.
2	Frequent unauthorized absences, or tardiness in reporting for duty, because of repeated non-compliance, the personnel concerned shall face appropriate disciplinary action.	Constituting the DepEd Order 49 s. 2006, Sec 58, paragraph C Violation of Reasonable Office Rules: 1st Offense – Reprimand; 2nd Offense – Suspension for one (1) to thirty (30) days; 3rd Offense – Dismissal



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3. Immediate, wide dissemination, and strict compliance to this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encls: None
References: CSC Memorandum Circular No. 19 s. 2012
To be indicated in the Perpetual of Index
under the following subjects:

PERSONNEL RULES REGULATION ATTENDANCE

SRHB/ ATTENDANCE TO FLAG CEREMONY AND FLAG RETREAT ¹⁸⁹ April 28, 2025

UN-2025-189



MC No. 19, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHERS CONCERNED

SUBJECT : Observance of Flag Ceremonies

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 immediately.

Please be guided accordingly.

NOV 12 2012


FRANCISCO T. DUQUE III, MD, MSc
Chairman

PPSO/ISSD/APE/JLT/PBC/medy
MC-Flag ceremonies

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