



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



March 1, 2023

OFFICE MEMORANDUM

No. 10 s. 2023

To : All Division Office Personnel

SCHEDULE OF HOSTING OF OFFICES DURING THE FLAG RAISING CEREMONY FOR THE YEAR 2023

- In line with the hosting of the 2023 Monday Flag Raising Ceremony, the following offices of SDO Tabuk City are scheduled to host the Flag Raising Ceremony every Mondays of the month as shown in the scheduled date below:

MONTH	HOST OFFICE
January	Curriculum Implementation Division
February	School Governance Operations Division
March	Administrative Section
April	Finance Section
May	Curriculum Implementation Division
June	School Governance Operations Division
July	Administrative Section
August	Finance Section
September	Curriculum Implementation Division
October	School Governance Operations Division
November	Administrative Section
December	Finance Section

- All Hosts are encouraged to follow the attached **Regional Memorandum No. 471 S. 2022** in hosting the Flag Raising Ceremony and encourage 100% participation and attendance of their respective personnel wearing their prescribed uniform in all flag raising program.
- Please be guided that by the memorandum that if a Monday be declared holiday or non-working day, the Flag Ceremony shall be held the next working day.
- For information and compliance.

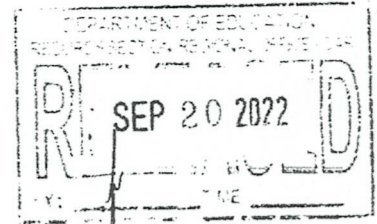
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 Schools Division Superintendent



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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 19, 2022

REGIONAL MEMORANDUM

No. 471-2022

REITERATING THE CONDUCT OF FLAG RAISING AND FLAG LOWERING CEREMONIES IN DEPED OFFICES AND SCHOOLS IN CAR

To: Assistant Regional Director
Schools Division Superintendents
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to Section 18 of Republic Act (RA) No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines, DepEd Order No. 50, 2015 "Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Singing of the Philippine Anthem, and Civil Service Commission Memorandum Circular 19, 2012, and DepEd Order 9, 2021, Institutionalization of a Quality Management System in the Department of Education, this office hereby releases this Memorandum for information and guidance of all Schools Division Offices, public and private schools in the region.

a. Flag Raising Ceremony

Section 18, RA 8491

All government offices and educational institutions shall henceforth observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem.

a.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;*
- iv. *Recitation of Panunumpa ng Lingkod Bayan by all Department officials and employees; and,*
- v. *Recitation of DepEd Quality Policy by all Department officials and employees (D.O. 9, 2019)*
- vi. *Singing of Regional, Division, District and School Hymn (if applicable)*

a.2. DepEd offices shall have their Flag Raising Ceremony at 8:00 o'clock every Monday or the following day in case Monday is declared holiday.



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Cordilleran Learners"

a.3. Public schools shall have their Flag Raising Ceremonies earlier before the start of the First class period.

a.4. In the conduct of Flag Raising Ceremonies in private schools or "faith-based" learning institutions, however, the foregoing sequence to the singing of the Philippine National Anthem and Invocation need not be observed. Thus, the invocation is optional or may be done prior to the singing of the Philippine National Anthem. In either case, the recitation of the *Panunumpa ng Katapatan sa Watawat ng Pilipinas* should follow.

a.5. Schools shall have their Flag Ceremony from Tuesday to Friday with the flag flown singing the *Lupang Hinirang* and the reciting of *Panunumpa ng Katapatan sa Watawat ng Pilipinas*.

a.6. The flag shall be raised in strict compliance with Section 21 of RA 8491 which provides:

Section 21. During the flag raising ceremony, the assembly shall stand in formation facing the flag. At the moment the first note of the anthem is heard, everyone in the premises shall come to attention; moving vehicles shall stop. All persons present shall place their right palms over their chests, those with hats shall uncover, while those in military, scouting, security guard, and citizen military training uniforms shall give salute prescribed by their regulations, which salute shall be completed upon the last note of the anthem.

The assembly shall sing the Philippine National Anthem, accompanied by a band, if available, and at the first note, the flag shall be raised briskly.

The same procedure shall be observed when the flag is passing in review or in parade.

a.7. Raising of right hand with open palm is advised during the recitation of the *Panunumpa ng Katapatan sa Watawat ng Pilipinas* at *Panunumpa ng Lingkod Bayan* (for officials and employees), and the placing of right palms over the chest during the recitation of DepEd Quality Policy to show sincerity.

b. Flag Lowering Ceremonies

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 the assembly shall observe the same deportment or shall observe the same behavior as for the flag-raising ceremony.

b.1. All officials and employees from the central, regional, schools division offices and schools nationwide are required to join the conduct of Flag Lowering Ceremony every 4:45 o'clock PM of Friday or every last working day of the week in case Friday is declared as a holiday. The Ceremony shall be simple and dignified and shall include the playing or singing of the *Lupang Hinirang*.

b. 2. Schools shall conduct their Flag Lowering Ceremony depending on the last period of their class not earlier than 4:30 PM.

c. Singing of the National Anthem and Cordillera Hymn

c.1. The singing of the National Anthem shall follow the original musical arrangement which is $\frac{2}{4}$ time signature while the Cordillera Hymn shall be conducted using $\frac{4}{4}$ time signature in marching time not majestically. Recommended accompaniment can be downloaded through the **Text-based SHIELD** in the DepEd CAR website.

c.2. The singing of the *Lupang Hinirang* shall not exceed 56 seconds. Instrumental may be used as accompaniment.

c.3. During the opening program of activities like seminars, workshops, trainings, gatherings, competitions, etc., *Lupang Hinirang* can be sung any time in a day depending on the start of the activity. For closing program of the activities, any nationalistic song may be sung.

c.4. The *Lupang Hinirang* may also be sung during school and community programs. The *Panunumpa ng Katapatan sa Watawat ng Pilipinas* and the *Panunumpa ng Lingkod Bayan* may not be recited.

2. Other provisions of RA 8491, DepEd Order 50, s. 2015, Regional Memorandum 193, s. 2017, and DepEd Order 009, s. 2021 shall remain in place.

3. For queries, please contact the OIC-CLMD Rosita C. Agnasi through rosita.agnasi@deped.gov.ph, Benjamin M. Dio-al through benjamin.dioal@deped.gov.ph or Edgar Vicente through edgar.vicente@deped.gov.ph.

4. Immediate and widest dissemination of and compliance with this memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director *hmv*