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BY: Kristine Keith Ambatang
SDO TABUK CITY
— RECORDS UNIT —
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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

November 17, 2026

OFFICE MEMORANDUM
No. 43, s. 2026

STRICT OBSERVANCE OF THE 7:30 A.M. FLAG- RAISING CEREMONY

To: All SDO Tabuk City Personnel
All Others Concerned

1. To strengthen discipline, punctuality, patriotism, and unity among personnel, all employees of the Schools Division Office of Tabuk City are hereby directed to strictly observe the conduct of the Flag-Raising Ceremony every Monday at exactly 7:30 A.M.

2. In the event that Monday falls on a non-working holiday, the ceremony shall be conducted on the next succeeding working day at the same scheduled time.

3. All personnel are required to be at the designated venue at least ten (10) minutes before the scheduled ceremony to ensure orderly preparation and timely commencement. Attendance, punctuality, and active participation shall be strictly observed.

4. Division personnel are expected to demonstrate proper decorum, respect, and solemnity throughout the ceremony as an expression of commitment to public service and the values of the Department of Education.

5. Concerned personnel shall ensure the timely preparation and proper conduct of the ceremony.

6. For the information, guidance, and strict compliance of everyone.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC - Schools Division Superintendent

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