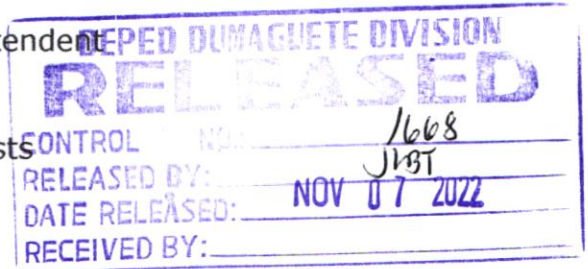




## MEMORANDUM

TO : Assistant Schools Division Superintendent  
Chiefs of the CID and SGOD  
Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Planning Officer/PDO I/PDO II  
Administrative Officer V  
Section/Unit Heads  
All Non-teaching Personnel of the Division Office



FROM : **DR. GREGORIO CYRUS R. ELEJORDE**

SUBJECT : **OBSERVANCE/CONDUCT OF FLAG RAISING CEREMONIES EVERY MONDAY MORNING AND FLAG LOWERING CEREMONIES EVERY FRIDAY AFTERNOON**

DATE : November 4, 2022

1. In compliance with DepEd Order 15, s. 2015 entitled *Observance/Conduct of Flag Raising Ceremonies every Monday morning and Flag Lowering Ceremonies every Friday afternoon*, enclosed herewith is the schedule of Section In-charge for the Flag Raising and Flag Lowering Ceremonies of the Division Office.
2. The Flag raising ceremony will be at 7:45 in the morning every Monday and shall follow the sequence indicated in the aforementioned DepEd Order:
  - a.) Singing of Lupang Hinirang;
  - b.) Interfaith Prayers;
  - c.) Panunumpa sa Watawat; and
  - d.) Panunumpa ng Lingkod Bayan.
3. The Flag lowering ceremony shall be at 4:45 in the afternoon every Friday.
4. The Chiefs of the CID and SGOD and the Section/Unit Heads shall be responsible for the assignment of personnel for the sequence indicated above.
5. Be guided accordingly.

**GREGORIO CYRUS R. ELEJORDE, Ed., CESO V**  
Schools Division Superintendent



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## **SCHEDULE OF FLAG RAISING/LOWERING CEREMONIES**

|                   |   |                                                                                        |
|-------------------|---|----------------------------------------------------------------------------------------|
| November 7, 2022  | - | Accounting/Finance, Cash and Internal Audit                                            |
| November 14, 2022 | - | Admin Office, ICT, Office of the ASDS                                                  |
| November 21, 2022 | - | Curriculum Implementation Division                                                     |
| November 28, 2022 | - | Human Resource and Supply Section                                                      |
| December 5, 2022  | - | School Governance Operations Division<br>Office of the Schools Div. Superintendent     |
| December 12, 2022 | - | Accounting/Finance, Cash and Internal Audit                                            |
| December 19, 2022 | - | Admin Office, ICT, Office of the ASDS                                                  |
| December 26, 2022 | - | Curriculum Implementation Division                                                     |
| January 2, 2023   | - | Human Resource and Supply Section                                                      |
| January 9, 2023   | - | School Governance Operations Division<br>Office of the Schools Div. Superintendent     |
| January 16, 2023  | - | Accounting/Finance, Cash and Internal Audit                                            |
| January 23, 2023  | - | Admin Office, ICT and Office of the ASDS                                               |
| January 30, 2023  | - | Curriculum Implementation Division                                                     |
| February 6, 2023  | - | Human Resource and Supply Section                                                      |
| February 13, 2023 | - | School Governance Operations Division<br>Office of the Schools Div. Superintendent     |
| February 20, 2023 | - | Accounting/Finance, Cash and Internal Audit                                            |
| February 27, 2023 | - | Admin Office, ICT and Office of the ASDS                                               |
| March 6, 2023     | - | Curriculum Implementation Division                                                     |
| March 13, 2023    | - | Human Resource and Supply Section                                                      |
| March 20, 2023    | - | School Governance Operations Division<br>Office of the Schools Div. Superintendent     |
| March 27, 2023    | - | Accounting/Finance, Cash and Internal Audit                                            |
| April 3, 2023     | - | Admin Office, ICT and Office of the ASDS                                               |
| April 10, 2023    | - | Curriculum Implementation Division                                                     |
| April 17, 2023    | - | Human Resource and Supply Section                                                      |
| April 24, 2023    | - | School Governance Operations Division<br>Office of the Schools Division Superintendent |
| May 8, 2023       | - | Accounting/Finance, Cash and Internal Audit                                            |
| May 15, 2023      | - | Admin Office, ICT, Office of the ASDS                                                  |
| May 22, 2023      | - | Curriculum Implementation Division                                                     |
| May 29, 2023      | - | Human Resource and Supply Section                                                      |





Republic of the Philippines  
**Department of Education**

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29 OCT 2015

DepEd O R D E R  
No. **50**, s. 2015

**OBSERVANCE/CONDUCT OF FLAG RAISING AND LOWERING CEREMONIES  
AND PROPER SEQUENCE IN OFFICIAL DEPED PROGRAMS INVOLVING  
THE SINGING OF THE PHILIPPINE NATIONAL ANTHEM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
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*, all government offices and educational institutions are required to participate in the **Observance/Conduct of Flag Raising Ceremonies** every Monday morning and **Flag Lowering Ceremonies** every Friday afternoon.

2. While there is no law categorically stating the order of a public ceremony, specifically, whether the singing of the Philippine National Anthem should come before or after the invocation, the National Historical Commission of the Philippines (NHCP) Protocol on the Observance of Commemorative Events provides that the singing of the Philippine National Anthem should come before the invocation in official government functions. However, this may be distinguished from programs or gatherings that are religious in nature or are sponsored by or conducted in private schools or in "faith-based" institutions.

3. In view of this, the following guidelines are hereby issued in the **Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Singing of the Philippine National Anthem**:

**a. Flag Raising Ceremonies**

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*; and
  - iv. Recitation of *Panunumpa ng Lingkod Bayan* by all Department officials and employees only.