



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 01

TO : **ALL DIVISION OFFICE PERSONNEL**

By the Authority of the Schools Division Superintendent

FROM : **MARCELO K. PALISPIS, EdD, JD**
OIC – Assistant Schools Division Superintendent
Officer In-Charge
1/3/2023

SUBJECT : **RESUMPTION OF THE FACE-TO-FACE MONDAY FLAG
RAISING CEREMONY**

DATE : **January 3, 2023**

1. This is to inform all Division Office Personnel for the resumption of the face-to-face Monday Flag Raising Ceremony and Monday Devotion at the 3rd Floor Division Office Conference Hall.
2. Pursuant to Republic Act No. 8491, known as the “Flag Heraldic Code of the Philippines” and the Civil Service Commission Memorandum Circular No. 19, a. 2012 on “Observance of Flag Ceremonies,” all employees are required to attend the flag raising ceremony every Monday morning at 7:45 AM, or the next day if Monday is declared non-working holiday.
3. Attendance will be checked/monitored by the Human Resource Management Unit (HRMU) personnel. Wearing of complete uniform and DepEd ID will be checked during the attendance. **(Refer to Division Memorandum No. 968, s. 2022, part 4 for lists of personnel who are exempted from wearing the prescribed uniform.)**
4. Online registration is through this link bit.ly/sdonegorFC and registration will close after 10 minutes once the flag raising starts.
5. Please be reminded that Violation of Reasonable Office Rules and Regulations under light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for second offense; and dismissal from the service for the third offense, pursuant to section 50F, rule 10 of the 2017 Revised Rules on Administrative Cases in the Civil Service.
6. For proper guidance and strict compliance of all concerned.

SPP/NLR/AdsP/LBY/jad
January 3, 2023

4 JAN 2023



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