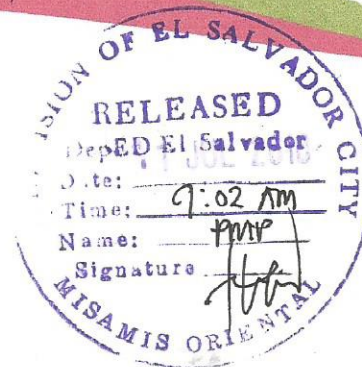




**DIVISION MEMORANDUM**

NO. 200 s. 2018



**To:** School Heads, Elementary and Secondary  
All Division Office Personnel

**FROM:** AGUSTINES E. CEPE, Ph.D., CESO VI  
Schools Division Superintendent

**Subject:** Guidelines on Observance of FLAG Ceremonies  
**Date:** July 10, 2018

1. Pursuant to R.A. 8491 otherwise known as the Flag and Heraldic Code of the Philippines, which provides in "Section 18. 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
2. Under CSC Memorandum Circular no. 19 series of 2012, it provides guidelines that all agency heads are likewise enjoined to establish internal guidelines to monitor the attendance of their personnel in the flag raising ceremonies and ensure strict compliance.
3. Accordingly, and pursuant to existing CSC issuances, this office reiterates that non-attendance to the Flag Raising Ceremonies without any justifiable reason will be subject to an appropriate disciplinary action.
4. For guidance and strict compliance.