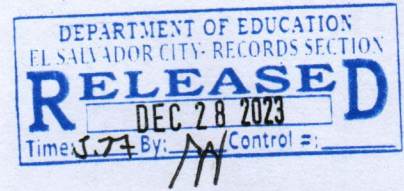




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



28 Dec 2023

DIVISION MEMORANDUM
 No. 556, s. 2023

2024 SCHEDULE OF VALUES FOCUSED DURING FLAG RAISING CEREMONIES/ MONDAY CONVOCATION

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

- Pursuant to Republic Act No. 8491, known as the “Flag and Heraldic Code of the Philippines,” and the Civil Service Commission Memorandum Circular No. 19, s. 2012 on “Observance of Flag Ceremonies,” **ALL** officials and employees are enjoined to attend the flag raising ceremony every Monday morning, or the next working day if Monday is declared a holiday. **Existing work-arrangements are deemed suspended during flag raising ceremonies.** Employees recorded to be consistently absent in the Flag Raising Ceremonies, without any justifiable reason, shall be liable for violation of reasonable office rules and regulations, details to wit:


Act Committed	Offense	Penalty
<i>Reference: 2017 RACCS, Rule 10, Section 50 (F) Habitual Tardiness</i> <i>To discourage habitual absences in Flag Ceremonies, habitual absence is defined as follows:</i> Absent in the Flag Raising Ceremony for two (2) times for at least two (2) months in a semester or at least two (2) consecutive months during the year	1 st Offense	Reprimand
	2 nd Offense	Suspension of one (1) to thirty (30) days
	3 rd Offense	Dismissal from the service





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2. Schedule of Flag Raising Ceremonies/ Monday Convocation for CY 2024 and the corresponding values focused for each week (*Weekly Values focus are aligned with Civil Service Commission's "Patriotism, Integrity, Excellence, and Spirituality (PIES)" sequence*) are attached herewith.
3. Schools are enjoined to establish internal guidelines to monitor the attendance of their personnel during flag ceremonies and ensure strict compliance, and shall submit a report to the Division Office through the personnel unit. Section Heads in the Division Office shall coordinate with the records officer for the monitoring of their personnel.
4. Absence from the Flag Ceremony due to Official Business (OB) or Leave of Absence/Sick Leave shall not be counted relative to the determination of habitual absence defined in this memorandum provided that a copy of duly approved document (Memo, AT, LS, etc..) is presented.
5. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information and compliance.


RANDOLPH B. TORTOLA *for*
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
ATTENDANCE EMPLOYEES



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**



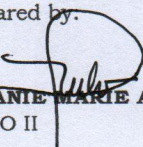
2024 SCHEDULE OF ASSIGNMENT FOR MONDAY CONVOCATION

DATE	VALUES
2-Jan-2024	Patriotism
8-Jan-2024	Commitment/Dedication
15-Jan-2024	Concern
22-Jan-2024	Cooperation
29-Jan-2024	Courage
5-Feb-2024	Freedom
12-Feb-2024	Interdependence
19-Feb-2024	National Pride
26-Feb-2024	Promotion of Common Good
4-Mar-2024	Selflessness
11-Mar-2024	Unity and Fellowship
18-Mar-2024	Integrity
25-Mar-2024	Accountability
1-Apr-2024	Discipline and Order
8-Apr-2024	Equality
15-Apr-2024	Faithfulness
22-Apr-2024	Justice
29-Apr-2024	Purity
6-May-2024	Reliability
13-May-2024	Respect for Life
20-May-2024	Self Reflection & Analysis
27-May-2024	Taming the Tongue
3-Jun-2024	Transparency
10-Jun-2024	Trust
17-Jun-2024	Word of Honor
24-Jun-2024	Excellence
1-Jul-2024	Decisiveness
8-Jul-2024	Diligence and Focus
15-Jul-2024	Humor and Joyfulness
22-Jul-2024	Leadership
29-Jul-2024	Originality
5-Aug-2024	Perseverance
12-Aug-2024	Resourcefulness
20-Aug-2024	Sense of Responsibility
27-Aug-2024	Value for Work
2-Sep-2024	Wisdom
9-Sep-2024	Spirituality
16-Sep-2024	Charity
23-Sep-2024	Conviction
30-Sep-2024	Faith
7-Oct-2024	Humility
14-Oct-2024	Forgiveness
21-Oct-2024	Godliness and Holiness
28-Oct-2024	Obedience
4-Nov-2024	Peace
11-Nov-2024	Praise and Worship
18-Nov-2024	Prayerfulness
25-Nov-2024	Repentance
2-Dec-2024	Reverence and Fear of God
9-Dec-2024	Righteousness
16-Dec-2024	Submissiveness
23-Dec-2024	Thankfulness/Gratefulness

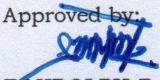
August

- * Include ASEAN Hymn and sharing of information on ASEAN in all Mondays of August
- * To wear ASEAN-inspired attire during flag raising ceremonies

Prepared by:


FELANIE MARIE A. LIM
 HRMO II

Approved by:


RANDOLPH B. TORTOLA
 Schools Division Superintendent