

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

18 Dec 2024

DIVISION MEMORANDUM  
 No. 525, s. 2024

**2025 SCHEDULE OF VALUES FOCUSED DURING FLAG RAISING CEREMONIES/ MONDAY CONVOCATION AND UNIFORM POLICY REMINDER**

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:

<b>Act Committed</b>	<b>Offense</b>	<b>Penalty</b>
<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 <sup>st</sup> Offense	Reprimand
	2 <sup>nd</sup> Offense	Suspension of one (1) to thirty (30) days
	3 <sup>rd</sup> 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. Employees are likewise reminded of our uniform policy in the Office:

<b>Working Days</b>	<b>Official Attire</b>
Monday	Type A/ Agency-prescribed uniform for the day + Agency-prescribed ID  <i>Note: ASEAN-inspired/ Filipiniana-inspired will be worn during identified special events and all Mondays for the month of August.</i>
Tuesday to Thursday	Type A/ Agency-prescribed uniform + Agency-prescribed ID
Friday	Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4) + Agency-prescribed ID

6. Employees are prohibited from wearing the following during official functions, whether on-site or virtual:
  - a. collarless t-shirts, plunging necklines, sleeveless tops, sando/tank tops, tube tops, halters, strapless or spaghetti-strap blouses (unless as undershirts);
  - b. leggings, above-the-knee skirts, shorts, cycling or jogging pants (except during physical activities), ripped jeans;
  - c. sandals, slippers, or exposed-toe shoes, and excessive jewelry or heavy makeup, among others.

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7. 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.
  
8. For information and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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





**2025 SCHEDULE OF ASSIGNMENT FOR MONDAY CONVOCATION**

DATE	VALUES
6-Jan-2025	Patriotism
13-Jan-2025	Commitment/Dedication
20-Jan-2025	Concern
27-Jan-2025	Cooperation
3-Feb-2025	Courage
10-Feb-2025	Freedom
17-Feb-2025	Interdependence
24-Feb-2025	National Pride
3-Mar-2025	Promotion of Common Good
10-Mar-2025	Selflessness
17-Mar-2025	Unity and Fellowship
24-Mar-2025	Integrity
31-Mar-2025	Accountability
7-Apr-2025	Discipline and Order
14-Apr-2025	Equality
21-Apr-2025	Faithfulness
28-Apr-2025	Justice
5-May-2025	Purity
12-May-2025	Reliability
19-May-2025	Respect for Life
26-May-2025	Self Reflection & Analysis
2-Jun-2025	Taming the Tongue
9-Jun-2025	Transparency
16-Jun-2025	Trust
23-Jun-2025	Word of Honor
30-Jun-2025	Excellence
7-Jul-2025	Decisiveness
14-Jul-2025	Diligence and Focus
21-Jul-2025	Humor and Joyfulness
28-Jul-2025	Leadership
<b>4-Aug-2025</b>	Originality
<b>11-Aug-2025</b>	Perseverance
<b>18-Aug-2025</b>	Resourcefulness
<b>26-Aug-2025</b>	Sense of Responsibility
1-Sep-2025	Value for Work
8-Sep-2025	Wisdom
15-Sep-2025	Spirituality
22-Sep-2025	Charity
29-Sep-2025	Conviction
6-Oct-2025	Faith
13-Oct-2025	Humility
20-Oct-2025	Forgiveness
27-Oct-2025	Godliness and Holiness
3-Nov-2025	Obedience
10-Nov-2025	Peace
17-Nov-2025	Praise and Worship
24-Nov-2025	Prayerfulness
1-Dec-2025	Repentance
8-Dec-2025	Reverence and Fear of God
15-Dec-2025	Righteousness
22-Dec-2025	Submissiveness
29-Dec-2025	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