



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-01-22-2024

TO : Section/Unit Heads
 All Employees of the Division Office

By Authority of the Schools Division Superintendent

FROM : *Norlito*
ATTY. NORLITO JR. P. AGUNDAY
 Legal Officer III
 Officer-in-Charge

DATE : JANUARY 22, 2024

SUBJECT : IN-CHARGE OF FLAG RAISING AND LOWERING OF
 FLAG, FEBRUARY, 2024 AND MARCH, 2024

Hereunder is the monthly schedule of assignment for the Flag Raising and Lowering Ceremonies every Monday morning and Friday afternoon for the month of **February, 2024** and **March, 2024** as part of Office Rules and Regulations pursuant to **R.A. No. 8491, s. 1998** known as **“The Code of the National Flag, Anthem, Motto, Code-of-Arms and other Heraldic Items and Devices of the Philippines”**.

| DATE | SECTION-IN-CHARGE | POINT PERSON |
|------------------------|--|--|
| FEBRUARY, 2024 | | |
| 5-Monday 9-Friday | School Governance and Operations Division (SGOD) | Mary Jean S. Romero |
| 12-Monday 16-Friday | Administrative Department (Admin, Personnel, Cashier, Records, Supply) | Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez |
| 19-Monday 23-Friday | Finance Department (Accounting, Budget) | Angelo James O. Aguinalde/ Ma. Cielo C. Tubale |
| 26-Monday 1-Friday | SDS/ASDS/LEGAL Office/IT Section | Socorro V. Dela Rosa/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica |
| MARCH, 2024 | | |
| 4-Monday 8-Friday | Curriculum Implementation Division (CID) | Romel G. Petajen |
| 11-Monday 15-Friday | School Governance and Operations Division (SGOD) | Mary Jean S. Romero |
| 18-Monday 22-Friday | Administrative Department (Admin, Personnel, Cashier, Records, Supply) | Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez |
| 25-Monday 29-Friday | Finance Department (Accounting, Budget) | Angelo James O. Aguinalde/ Ma. Cielo C. Tubale |

For information, guidance and strict compliance.



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