

Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

August 16, 2024

OFFICE MEMORANDUM

No. 269 s. 2024

**FLAG RAISING AND LOWERING CEREMONIES
IN THE SCHOOLS DIVISION OFFICE**

TO : Assistant Schools Division Superintendent
SGOD & CID Chiefs and Personnel
OSDS Heads and Personnel

1. Pursuant to Section 18 of Republic Act 8491 otherwise known as the "Flag and Heraldic Code of the Philippines", Civil Service Commission Memorandum Circular No. 19, s. 2012, Dep Ed Order No. 50, s. 2015 "Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Program Involving the Singing of the Philippine National Anthem" and DepEd Regional Memorandum No. 895, s. 2024 "Dissemination of Memorandum *OM-OASOPS No. 2024-117: Memorandum Circular No. 52 on the Recital of the Bagong Pilipinas Hymn and Pledge*", this Office reiterates the observance of flag raising and lowering ceremonies in the Schools Division Office.

2. The schedule for the flag raising ceremony is at 8 o'clock in the morning on Mondays, or the next working day if Monday is declared a holiday, and the flag lowering ceremony at 5 o'clock in the afternoon every Friday or the last working day of the week if Friday is declared a holiday. Said ceremonies will be held at the open ground facing the flagpole on the east side of the SDO. On days when extreme heat or rains are experienced, it may held at the SDO Lobby.

3. All employees, including those on flexitime and on official business in Virac Area, are required to attend the flag raising ceremony on Mondays. An employee may be excused from attending the ceremonies when on official business outside the SDO or when on Leave of Absence, with prior notice, to their respective Division Chief/Unit Head.

4. For monitoring purposes, attendance sheets will be made available by the Office of the Administrative Officer V for Administrative Services before the ceremonies. Any personnel who arrive at the formation after the singing of the National Anthem shall no longer be allowed to register in the attendance sheet. At the end of each ceremony, a copy of the attendance sheets shall be submitted to the Assistant Schools Division Superintendent as the Chairperson of the Performance Management Team, Personnel Development Committee, and PRAISE Committees.



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5. Attendance in flag ceremonies shall be considered in the grant of awards and incentives to employees. This could also be a ground for non-recommendation to a perfect rating in the IPCR, awards, scholarships, study leaves, and other learning & development activities as part of the Department's Results-based Performance Management System, Learning and Development Policy and the PRAISE Program of the SDO.

6. Appropriate sanctions shall be imposed to discourage absences during flag ceremonies.

Frequent unauthorized Tardiness (Habitual Tardiness) pursuant to Section 58. C (4) of DepEd Order No. 49, s. 2006 and Violation of Reasonable Office Rules and Regulations pursuant to Rule 10 Section 50 F (3) of the 2017 Rules on Administrative Case in the Civil Service (2017 RACCS) are light offenses punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense.

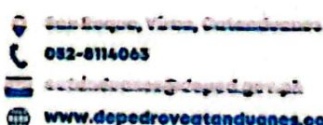
Habitual Tardiness is committed when an official or employee incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.¹

7. The following Offices are tasked to prepare for the ceremonies:
- Office of the Administrative Officer V- Administrative Services – prepares the annual schedule of hosting of the ceremonies by functional division and sections. Said schedule must be submitted to the Office of the Schools Division Superintendent for the appropriate issuance.
 - Division Chiefs/Unit Heads must ensure that all personnel in their units are involved in the hosting at least once a year. Permanent/regular employees must be given their assignment before the Casual and Job Order/COS Employees.
 - The ICTU shall prepare the logistics for the ceremonies (Audio and Visual equipment) at least 15 minutes before the activity. They should also provide a copy of the layout of the flag ceremony formation for inclusion in this Office Order.
 - The CID, through the Chief, should ensure that the songs/hymns/pledges to be recited during the ceremonies are correct. They are also expected to prepare the simple script and the Value Focus each week for the ceremony.
 - The SGOD, through the Chief, should ensure that the formation and silence is observed throughout the ceremony from beginning to end.
8. As mandated by higher offices, the ceremonies shall proceed as follows:

FLAG RAISING

- Singing of the Philippine National Anthem
- Morning Prayer (c/o Host Unit)
- Recitation of the Panunumpa ng Katapatan sa Watawat ng Pilipinas
- Recitation of the Panunumpa ng Lingkod Bayan
- Recitation of the Bagong Pilipinas Pledge
- Singing of the Bagong Pilipinas Hymn
- Singing of DepEd Catanduanes Hymn
- Sharing on the Value Focus of the Week (Copy c/o CID)


¹ CSC MC No. 01 s 2017



- i. Top Management Concerns
- j. Announcement from the Chiefs and Administrative Officer V

FLAG LOWERING

- a. Singing of the Philippine National Anthem
 - b. Singing of Nationalistic Song (while the flag is being folded)
 - c. Top Management Concerns
8. A copy of the Anthem, Hymns and Pledges and Flag Ceremony Formation are found in the Enclosures to this Office Order.
9. Immediate dissemination of and compliance to this Office Order is desired.


CECILE C. FERRO CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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The Philippine National Anthem & Panunumpa ng Katapatan sa Watawat ng Pilipinas

LUPANG HINIRANG

Bayang magiliw,
Perlas ng Silanganan.
Alab ng puso
Sa dibdib mo'y buhay.

Lupang hinirang,
Duyan ka ng magiting,
Sa manlulupig
Di ka pasisiil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y
Tagumpay na nagniningning;
Ang bituin at araw niya,
Kailan pa ma'y di magdidilim.

Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi,
Ang mamatay nang dahil sa iyo.

PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS

Ako ay Pilipino

Buong katapatang nanunumpa sa watawat ng Pilipinas

At sa bansang kanyang sinasagisag

Na may dangal, katarungan at kalayaan

Na pinakikilos ng sambayanang maka-Diyos,

Maka-kalikasan, maka-tao at maka-bansa.



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Panunumpa ng Lingkod Bayan (2021)

Ako ay isang lingkod bayan.

Pangangalagaan ko ang tiwalang ipinagkaloob ng mamamayan.

Maglilingkod ako nang may malasakit, katapatan, at kahusayan na walang kinikilingan.

Magiging mabuting halimbawa ako, at magbibigay ng pag-asa at inspirasyon sa aking kapwa lingkod bayan.

Lilinangin ko ang aking sariling kakayahan upang sa lahat ng panahon ay mapaglingkuran ko nang buong kahusayan ang sambayanan.

Hindi ako makikibahagi sa mga katiwalian sa pamahalaan.

Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop na pamamaraan.

Isasabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao, makakalikasan at makabansa.

Tutugon ako sa mga hamon ng makabagong panahon tungo sa adhikain ng matatag, maginhawa, at panatag na buhay.

Sa mga tungkulin at hangaring ito, kasihan nawa ako ng Maykapal.



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Bagong Pilipinas Hymn and Pledge



BAGONG PILIPINAS HYMN

PANAHON NA NG PAGBABAGO

Panahon na ng pagbabago
Dahil sa ito ay kinakailangan

Tayo na magtulong-tulong
Na paunlarin ang mahal nating bayan

Panahon na ng pagbabago
Dahil sa ito ay kinakailangan
Tayo na magtulong-tulong
Na paunlarin ang mahal nating bayan

Panahon na ng pagbabago
At iayos ang mga dapat ayusin
Dapat lang maging tungkulin
Ng bawat mamamayan dito sa atin

Gawin ang pagbabago
Patungo sa pag-asenso
Magsikap na mabuti
At nang guminhawa tayo
Ipagmalaki natin sa mundo at ipamalas
Ang Bagong Pilipino at Bagong Pilipinas

Panahon na ng pagbabago
Tangkilikin natin ang sariling atin
At tama lang na ugaliin
Kaysa sa iba sa atin ang unahin

Panahon na ng pagbabago
At manguna sa kahit anong larangan
Ang tagumpay ay karangalan
lalay o ihandog natin sa bayan

Ilang ulit nang napatunayan ng Pilipino
Ang husay at lakas, kagandahan at talento
Handang makipag paligsahan
Kahit anong oras
Ang bagong Pilipino, ang Bagong Pilipinas

Panahon na ng pagbabago
Buhay natin ay gawing maaliwalas
Marami ang magandang bukas
Ang ibubunga ng Bagong Pilipinas
Gawin ang pagbabago
Patungo sa pag-asenso
Magsikap na mabuti
At nang guminhawa tayo
Ipagmalaki natin sa mundo at ipamalas
Ang bagong Pilipino at Bagong Pilipinas.

PANAHON NAI



BAGONG PILIPINAS PLEDGE

PANATA SA BAGONG PILIPINAS

Bilang Pilipino, buong pagmamalaki kong
isasabuhay ang Bagong Pilipinas.

Buhay sa aking dugo ang lahing dakila,
magiting at may dangal

Palaging dadalhin sa puso, isip at diwa ang
aking pagmamahal sa kultura at bayang sinilangan;

Kaisa ng bawat mamamayan, iaalay ko ang aking talino
at kasanayan sa pagpapaunlad ng aking Bayan;

Taglay ang galing na naaayon sa mga
pandaigdigang pamantayan;

Magiging instrumento ako sa pagsulong ng kagalingan,
karunungan at kapayapaan.

Makikiisa at makikilahok ako sa mga adhikain
ng pamahalaan dahil ang kaunlaran ay
hindi lamang responsibilidad ng iilan.

Isusulong at pangangalagaan ko ang karangalan,
kalayaan at interes ng aking bayang minamahal;

Bilang Pilipino na may pagmamahal, pakialam at malasakit;
hindi makasarili kundi para sa mas nakararami;
tatahakin ko ang landas tungo sa isang
Bagong Pilipinas!



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DepEd Catanduanes Hymn

Lyrics by: Frankie T. Turalde, EPS-MAPEH

Music by: Joseph Broz T. Tito, Teacher 3-CNHS

I

In the Isle of the Eastern Seas,
The Happy Island of Catanduanes,
Lies an institution,
Where seeds of hope, our pillars, grow.

II

From Virac, Bagamanoc,
Caramoran, Gigmoto, Panganiban,
Viga, Bato, San Miguel,
San Andres, Baras and Pandan.

Pre-Chorus:

With pride and grace, we stand,
With pride and grace, we stand.

Chorus:

Oh! DepEd Catanduanes!
With fervor, we sing your praises,
To thee we pledge our loyalty,
Your legacy will never end.

(Repeat chorus)

Coda:

Long live DepEd Catanduanes!



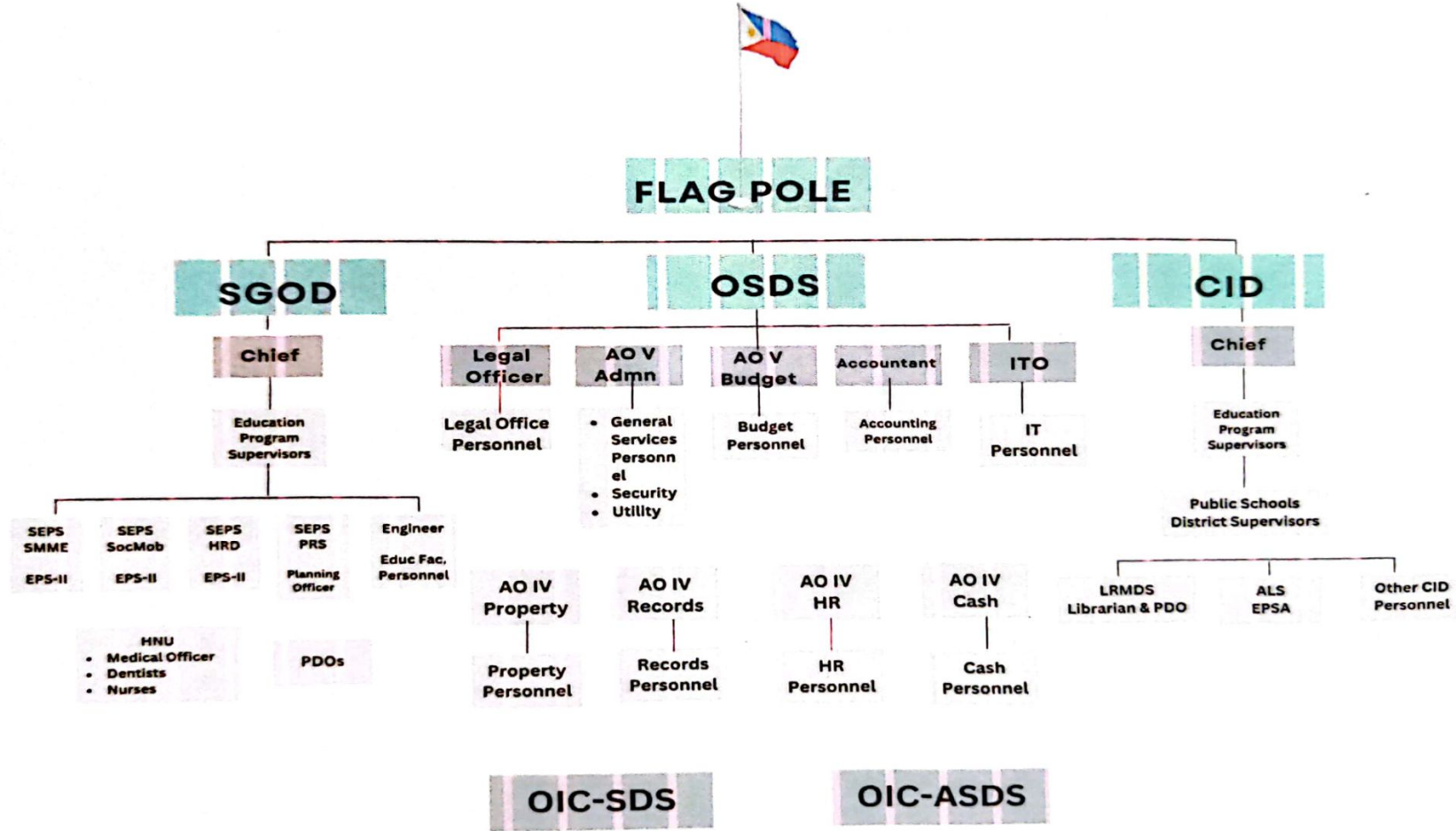
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Layout of Flag Ceremony Formation



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