



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-05-24-2024

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

FROM : *[Signature]*
SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : May 24, 2024

SUBJECT : **IN-CHARGE OF FLAG RAISING AND LOWERING OF FLAG, JUNE, 2024 AND JULY, 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 **June, 2024** and **July, 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
JUNE, 2024		
3-Monday 7-Friday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde
10-Monday 14-Friday	SDS/ASDS/LEGAL Office/IT Section	Socorro V. Dela Rosa/ Cecile C. Ferro/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
17-Monday 21-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
24-Monday 28-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
JULY, 2024		
1-Monday 5-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
8-Monday 12-Friday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde
15-Monday 19-Friday	SDS/ASDS/LEGAL Office/IT Section	Socorro V. Dela Rosa/ Cecile C. Ferro/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
22-Monday 26-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
29-Monday 2-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero

For information, guidance and strict compliance.