



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-01-27-2023

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

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

DATE : **JANUARY 27, 2023**

SUBJECT : **IN-CHARGE OF FLAG RAISING AND LOWERING OF**
FLAG, FEBRUARY, 2023 AND MARCH, 2023

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 and March, 2023** 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 2023		
6-Monday 10-Friday	SDS/ASDS/LEGAL Office/IT Section Curriculum Implementation Division	Susan S. Collano/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
13-Monday 17-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
20-Monday 24-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
27-Monday 03-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle B. Llave/ Liza R. Bernardo/Cherie V. Perez/Cristina T. Barrameda Angelo
MARCH 2023		
6-Monday 10-Friday	Finance Department (Accounting, Budget)	James O. Aguinalde/ Ma. Cielo C. Tubale
13-Monday 17-Friday	SDS/ASDS/LEGAL Office/IT Section	Susan S. Collano/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
20-Monday 24-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
27-Monday 31-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero

For information, guidance and strict compliance.