




Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-09-25-2023

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

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

DATE : September 25, 2023

SUBJECT : IN-CHARGE OF FLAG RAISING AND LOWERING OF
FLAG, OCTOBER, 2023 AND NOVEMBER, 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 **October** and **November, 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
OCTOBER, 2023		
2-Monday 6-Friday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale
9-Monday 13-Friday	SDS/ASDS/LEGAL Office/IT Section	Socorro V. Dela Rosa/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
16-Monday 20-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
23-Monday 27-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
30-Monday 3-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
NOVEMBER, 2023		
6-Monday 10-Friday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale
13-Monday 17-Friday	SDS/ASDS/LEGAL Office/IT Section	Socorro V. Dela Rosa/ 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 1-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero

For information, guidance and strict compliance.

