



Republic of the Philippines
Department of Education
 Region V – Bicol




SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-03-23-2023

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

FROM : 
 SUSAN S. COLLANO
 Schools Division Superintendent

DATE : MARCH 23, 2023

SUBJECT : IN-CHARGE OF FLAG RAISING AND LOWERING OF
 FLAG, APRIL, 2023 AND MAY, 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 **April and May, 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
APRIL, 2023		
3-Monday 7-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
10-Monday 14-Friday	Finance Department (Accounting, Budget)	James O. Aguinalde/ Ma. Cielo C. Tubale
17-Monday 21-Friday	SDS/ASDS/LEGAL Office/IT Section	Susan S. Collano/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
24-Monday 28-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
MAY, 2023		
1-Monday 5-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
8-Monday 12-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
15-Monday 19-Friday	Finance Department (Accounting, Budget)	James O. Aguinalde/ Ma. Cielo C. Tubale
22-Monday 26-Friday	SDS/ASDS/LEGAL Office/IT Section	Susan S. Collano/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
29-Monday 2-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen

For information, guidance and strict compliance.



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