



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

**September 26, 2022**

DIVISION MEMORANDUM

No. 557, s. 2022

TO : **ALL EMPLOYEES**  
*This Division*

FROM : **JONATHAN S. DELA PENA. PhD, CESO V**  
Schools Division Superintendent *J. Dela Pena*

SUBJECT : **ATTENDANCE TO THE FLAG RAISING CEREMONY**

1. This is to remind all employees of the Department of Education, Division of Misamis Oriental on the *attendance* to the Monday flag raising ceremony.
2. Pursuant to Republic Act No. 8491, known as the "Flag Heraldic Code of the Philippines," and the Civil Service Commission Memorandum Circular No. 19, s. 2012 on "Observance of Flag Ceremonies," all employees are required to attend the flag raising ceremony every Monday morning at 7:45 AM, or the next day if Monday is declared non-working holiday.
3. Attendance of the employees in the schools will be checked/ monitored by the School Principals/ School Heads or their authorized representatives; while those assigned in the Division Office shall be monitored by their respective Division Chief/ Section Head.
4. The School principal/ School Head/ Division Chief/ Section Head will issue a written warning to employees who are habitually absent in flag raising ceremonies. Habitual absence means missing three (3) consecutive flag raising ceremonies or accumulating a total of six (6) absences in three consecutive months without valid explanation. Succeeding offense/s after written warning has been issued shall be reported to the Schools Division Superintendent for appropriate administrative action.
5. Please be reminded that Violation of Reasonable Office Rules and Regulations under light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for second offense; and dismissal from the service for the third offense, pursuant to section 50F, rule 10 of the 2017 Revised Rules on Administrative Cases in the Civil Service.
6. For guidance and compliance.

JSDP/ egd/ rlg

