



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Office of the Schools Division Superintendent

04 JUNE 2021

Office MEMORANDUM  
No. **239**, s. 2020

**MODIFICATIONS ON SCHOOLS DIVISION OFFICE FLAG RAISING**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum and Implementation Division  
All Chief of Sections  
All Division Personnel

1. Pursuant to Civil Service Commission Memorandum Circular No. 19, s. 2012, entitled "Observance of Flag Ceremonies," flag ceremony shall be conducted at 8:00 am every Monday at the ground observing social distancing. In case a holiday falls on a Monday, flag ceremony shall be held the next working day.
2. On the **first Monday of each month**, employees are expected to wear **Philippine attire (Kasutang Filipino)** (CSC). There shall be a program hosted by the assigned office afterwards.
3. The assigned office for the flag ceremony shall ensure that all the following activities are done at the ground (subject to weather conditions)

**1. At the Ground:**

- a. National Anthem
- b. Prayer
- c. Panunumpa sa Watawat ng Pilipinas
- d. Panunumpa ng Lingkod Bayan
- e. Urgent important announcements
- f. ASDS and SDS Brief messages

**2. Conference Hall** (once a month only every first Monday of the month)

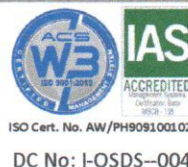
- g. Accomplishment Reports ( Powerpoint shall not exceed 3 minutes per functional division).
- h. Hopes, Dreams and Aspirations by a birthday celebrator assigned for the month (preferably in person, maximum of 2 min per functional division).
- i. Value of the Month (max. of 2 minutes only)
- j. Honoring for Birthday Celebrators **c/o HRD Section**



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300  
(086) 211-3225  
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

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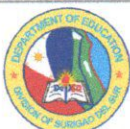


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- k. Health Tips (2 minutes only **by SHN Section**)
  - l. Best Dressed every First Monday of the month c/o HRD Section**
  - m. Trivia Quiz (3 questions)
  - n. DepEd Vision
  - o. Civil Service
5. For your information, guidance, and strict compliance of all concerned.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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ENCLOSURE NO. 1

**ASSIGNMENT FOR FLAG RAISING/LOWERING CEREMONIES**  
**Calendar Year 2021**

Month	Date	Section/Unit
JUNE	7	<b>OSDS – HRMPSB</b>
	14	CID
	21	SGOD / HRD / EFD
	28	OSDS – Accounting
JULY	5	<b>OSDS - Accounting</b>
	12	SGOD/Planning & Research/M&E
	19	OSDS – IT / Legal / ASDS / SDS
	26	CID
AUGUST	2	<b>SGOD / School Health Nutrition</b>
	9	OSDS – Budget
	16	CID
	23	SGOD/Soc. Mob/Youth Formation
	30	OSDS - Personnel
SEPTEMBER	6	<b>CID</b>
	13	SGOD/ HRD/ EFD
	20	OSDS – Accounting
	27	CID
OCTOBER	4	<b>SGOD/Planning &amp; Research/ M&amp;E</b>
	11	OSDS – Supply and Procurement
	18	CID
	25	SGOD / School Health Nutrition
NOVEMBER	1	<b>OSDS – Cashier</b>
	8	CID
	15	SGOD/Soc. Mob/ Youth Formation
	22	OSDS – HRMPSB
	29	CID
DECEMBER	6	<b>SGOD/ HRD/ EFD</b>
	13	OSDS – Accounting
	20	CID
	27	SGOD/Planning & Research/M&E



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