



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG
P2, Hamorawon, Calbayog City, Western Samar

August 18, 2026

DIVISION MEMORANDUM

No. 282 s. 2026

**CLARIFICATION ON THE CONDUCT OF THE WEEKLY FLAG-RAISING
AND LOWERING CEREMONY**

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
Public Elementary & Secondary School Heads
SDO Unit/Section Heads, and
All Others Concerned

1. This memorandum clarifies the policy regarding the weekly flag-raising and lowering ceremony held every Monday and Friday. **Attendance and participation by all employees are mandatory.** This directive is grounded in the following legal frameworks:

- ❖ **Republic Act No. 8491 (The Flag and Heraldic Code of the Philippines):** Section 18 mandates all government offices and educational institutions to observe a simple and dignified flag-raising ceremony every Monday morning. Section 21 further dictates proper assembly etiquette and reverence during the hoisting of the National Flag.
- ❖ **The Civil Service Commission (CSC)** *requires all government officials and personnel to attend weekly flag ceremonies.* Non-attendance or repeated lateness without an approved leave may lead to administrative sanctions.
- ❖ **DepEd Policy Directives (DO No. 50, s. 2012 / Updated Guidelines):** Enforce strict adherence to the standardized sequence of events during flag-raising and lowering ceremonies across all schools and learning centers.

2. The main ceremonial activities involved in the Flag Raising and Lowering Ceremony include:

Day/Time and Venue	Main Ceremonial Activities	Host Division/ Units
Flag Raising Ceremony (Every Monday) 7:45 AM (before the beginning of the first office hour).	<i>To maintain consistency and dignity, all assemblies shall strictly follow the DepEd-prescribed sequence:</i> 1. Singing of the Philippine National Anthem (<i>Lupang Hinirang</i>): ▪ The flag shall be raised briskly at the first note of the anthem. ▪ Assembly stands at attention facing the flag, placing their right palm over their left chest. Moving vehicles and pedestrians within school grounds must stop.	▪ FIRST MONDAY <i>(Administrative Unit)</i>

Flag Lowering Ceremony (Every Friday) 4:45 PM (before the end of office hours). • Venue: SDO Calbayog Main Grounds / Designated Assembly Area.	2. Interfaith Prayer / Invocation: ▪ Brief, inclusive prayer led by the assigned section or officer. 3. Recitation of Patriotic Pledges: ▪ <i>Panunumpa ng Katapatan sa Watawat ng Pilipinas</i> (right hand raised shoulder-high with palm open). ▪ <i>Panunumpa ng Kawani ng Gobyerno</i> (for teaching and non-teaching personnel). ▪ <i>DepEd Quality Policy Statement</i> ▪ <i>Bagong Pilipinas Hymn</i> ▪ <i>Panunumpa ng Bagong Pilipinas</i> ▪ <i>Declaration of the Value Focus of the Week</i> ▪ <i>Wellness Exercise / Brief Physical Activity</i>: Optional light exercise (e.g., <i>Galaw Pilipinas</i> / National Exercise Program). ▪ <i>Presentation of the Value Focus of the Week</i> 4. Administrative Updates & Dismissal ▪ Institutional Announcements: Brief updates from CID, SGOD, OSDS, OIC-ASDS, and SDS. (Minimum of 5 minutes & Maximum of 15 minutes). Formal Dismissal: Orderly transition to offices. Inclement Weather Protocol: In case of bad weather, a simplified indoor flag assembly or physical hanging of the flag shall be observed in accordance with Section 21 of the guidelines.	▪ SECOND MONDAY (<i>Budget and Finance Unit</i>) ▪ THIRD MONDAY (<i>Curriculum Implementation Division</i>) ▪ FOURTH MONDAY (<i>School Governance & Operations Division</i>) ▪ FIFTH MONDAY (<i>OSDs & Legal Office</i>)
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- All concerned personnel are enjoined to uphold the solemnity of the Philippine National Symbols and demonstrate exemplary public service standards.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

JOEL A. ZARTIGA, PhD. CESO VI
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Officer-in-Charge
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