



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
**SCHOOLS DIVISION OF BILIRAN**

January 7, 2021

OFFICE MEMORANDUM  
 No. 004, s. 2021

To: **All SDO Personnel**

**FLAG RAISING CEREMONY HOSTING FOR CY 2021**

1. Pursuant to Republic Act 8491, prescribing the compulsory and proper conduct of the Flag Raising Ceremony, all SDO Personnel are hereby informed of the assignment of the functional divisions in the hosting of the flag raising ceremony every Monday morning, to wit:

MONTH	ASSIGNED DIVISION/SECTION
January	Office of the Schs. Division Superintendent (Admin)
February	Curriculum and Instruction Division
March	School Governance and Operations Division
April	Office of the Schs. Division Superintendent (Finance)
May	Curriculum and Instruction Division
June	School Governance and Operations Division
July	Office of the Schs. Division Superintendent (Legal and ICT)
August	Curriculum and Instruction Division
September	School Governance and Operations Division
October	Office of the Schs. Division Superintendent (Admin)
November	Curriculum and Instruction Division
December	School Governance and Operations Division

2. All SDO Personnel are required to attend the flag raising ceremony every Monday at 8:00 o'clock in the morning and sign the attendance sheet by functional division/section to be collected by the Personnel Section right after the ceremony.

3. The assigned host is advised to use sound system during the flag ceremony with a master of ceremony.

4. In the same manner, the assigned host shall be responsible in the flag lowering ceremony every Friday, at 4:45 in the afternoon.

5. Everyone is also enjoined to wear proper office uniform.

6. For information and strict compliance.

DIVISION OF BILIRAN  
 NAVAL, BILIRAN  
**RELEASED**  
 BY: *[Signature]*  
 DATE: *1/18/21*

*[Signature]*  
**JUDELLA R. LUMPAS EdD, CESO VI**  
 OIC, Schools Division Superintendent



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