



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

February 06, 2025

**DIVISION ADVISORY**  
NO. 039, s.2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior, and Senior High School Heads  
All Others Concerned

Pursuant to **Memorandum Circular No. 19, s. 2012**, this Office informs all concerned that all government officials and employees are required to attend the flag-raising ceremony every Monday to show our love and respect to our country.

Attached is a copy of the Memorandum for your information and guidance.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

AD6



Kabukiran, Calaylayan, Abucay 2114 Bataan  
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[www.depedbataan.com](http://www.depedbataan.com)  
[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

"We Mould Heroes"



CSC PRIZE - NEW BATAAN AWARD  
SCHOOLS DIVISION OFFICE

DEPARTMENT OF EDUCATION  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN



MC No. 19, s. 2012

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHERS CONCERNED

**SUBJECT :** Observance of Flag Ceremonies

Republic Act No. 8491, otherwise known as the "Flag and Heraldic Code of the Philippines" requires all government offices and educational institutions to observe the flag-raising ceremony every Monday morning and the flag-lowering ceremony every Friday afternoon.

✓ It has been observed that if the regular or special holidays fall on Mondays and Fridays, some government offices do not hold flag-raising and flag-lowering ceremonies.

To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all heads of government agencies are enjoined to schedule a flag raising ceremony every Monday, or the next working day if Monday is declared a holiday, and a flag-lowering ceremony every Friday or on the last working day of each week. Agencies are advised to conduct the flag-raising and flag-lowering ceremonies at 8 o'clock in the morning and 5 o'clock in the afternoon, respectively.

Agency heads are, likewise, enjoined to establish internal guidelines to strictly monitor the attendance of their personnel in the flag ceremonies and ensure strict compliance.

This Memorandum Circular shall take effect immediately.

Please be guided accordingly.

NOV 12 2012

PPSO/PSSO/APE/JLT/PBC/medy  
MC-Flag ceremonies

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

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