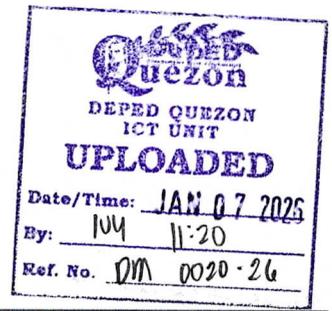




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



06 January 2026

DIVISION MEMORANDUM

DM No. 0020, s. 2026

FLAG RAISING CEREMONY SCHEDULE FROM JANUARY – DECEMBER 2026

To: Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit Heads
 All Others Concerned

1. Pursuant to Republic Act 8491 known as the “Flag and Heraldic Code of the Philippines”, and CSC Memorandum Circular No. 19, s 2012 “Observance of Flag Ceremonies”, all DepEd Division Office Personnel are hereby directed to attend the weekly Flag Raising Ceremony every Monday at **7:45 in the morning**.

2. Below is the schedule of section / units assigned to lead the Weekly Flag Raising Ceremony from January – December 2026

DATE	SECTION(S)/UNIT(S) IN-CHARGE
JANUARY 2026	PLANNING/HEALTH
FEBRUARY & SEPTEMBER 2026	SGOD
MARCH & OCTOBER 2026	CID
APRIL & NOVEMBER 2026	ACCOUNTING
MAY & DECEMBER 2026	PERSONNEL
JUNE 2026	RECORDS/SUPPLY/BUDGET
JULY 2026	ADMIN/CASH/LEGAL
AUGUST 2026	SDS/ASDS/EFIS/IT

3. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Admlabm01/06/2026
 DEPEDQUEZON-TM-SDS-04-009-003



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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


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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

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