

OFFICE OF THE FIELD DIRECTOR

FIELD OFFICE III

DSWD-GF-004 | REV 03 | 22 SEP 2023



DRN: III-FO-HRMDD-PAS-COMM-25-01-04330-S

MEMORANDUM FROM THE REGIONAL DIRECTOR

TO : ALL DSWD PERSONNEL
DSWD Field Office III
FROM : THE REGIONAL DIRECTOR
DSWD Field Office III
SUBJECT : CLARIFICATORY MEMO RE: MANDATORY ATTENDANCE AND OBSERVANCE OF FLAG CEREMONY
DATE : 20 JAN 2025

In line with DSWD FO III's commitment to promoting discipline, punctuality, and respect for our national symbols, this memorandum is issued to clarify the guidelines on attendance to flag-raising and flag-retreat ceremonies, particularly for personnel of the RPMO, Annex Offices, Provincial Offices, City/Municipal Action Team and Residential Care Facilities, to wit:

Table with 4 columns: OFFICIAL STATION, SCHEDULE, REMARKS, TIME. It details the schedule for Flag Raising Ceremonies (8:00 AM) and Flag Retreat Ceremonies (5:00 PM) across various office types like Regional Office, Annex Offices, and Provincial Offices.

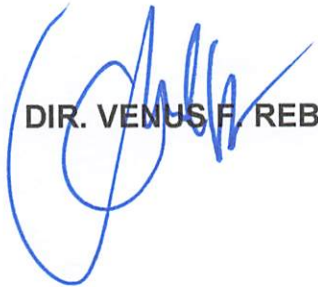
Please be reminded that by participating virtually means all personnel must gather in their respective offices and join the ceremony collectively. Only one account per office is permitted to join the virtual platform to ensure proper representation. This practice fosters a shared sense of patriotism and unity as we end the workweek together.



Thus, the Personnel Administration Section shall monitor attendance and conduct spot checking to ensure adherence to these guidelines. Likewise, the respective Division Chiefs and Section Heads are reminded to oversee their personnel's participation and submit attendance reports as required

This memorandum aims to foster a consistent and respectful observance of flag ceremonies, whether face-to-face or virtual, while maintaining organizational unity and discipline.

Thank you for your cooperation and strict compliance.



DIR. VENUS F. REBULDELA