

DRN: III-FO-HRMDD-PAS-A-COMM-25-06-46257-S

MEMORANDUM

TO : ALL OFFICIALS, EMPLOYEES, CONTRACT OF SERVICE,
AND JOB ORDER WORKERS
DSWD Field Office III

FROM : THE REGIONAL DIRECTOR
DSWD Field Office III

SUBJECT : FACE-TO-FACE UNIFIED FLAG RAISING CEREMONY
BEGINNING JULY 2025

DATE : 23 JUN 2025

This serves as a reminder that effective **Monday, 07 July 2025**, and on each subsequent Monday, the Unified Flag Raising Ceremony will be conducted in person. In the event of inclement weather, the ceremony will take place indoors at the lobby. This memorandum supersedes HRMDD Memo No. 39, s. 2025, which previously directed the conduct of the Flag Raising Ceremony virtually.

This directive is issued in accordance with Civil Service Commission Memorandum Circular No. 8491, also known as the "Flag and Heraldic Code of the Philippines," which mandates that all government agencies hold flag-raising ceremonies every Monday morning, to wit:

| OFFICIAL STATION | SCHEDULE | REMARKS | VENUE | TIME |
|------------------------------|---|--------------|--|---------|
| FLAG RAISING CEREMONY | | | | |
| Regional Office | Every Monday or first working day of the week | Face-to-face | In front of the Administrative Division Building and at the Lobby during rainfall. | 8:00 AM |
| Annex Offices | First Monday of each month or first working day of the week | Face-to-face | | |
| | Subsequent Mondays or first working day of the week | Virtual | | |

| | | | | |
|--|---|---------|--|--|
| Provincial Offices, C/MAT, and Residential Care Facilities | Every Monday or first working day of the week | Virtual | | |
|--|---|---------|--|--|

Furthermore, all personnel attending the Flag Raising Ceremony virtually are strongly encouraged to actively participate and **assemble in a designated area with their cameras turned on throughout the activity**. Additionally, please be guided accordingly by the schedule of the Flag Retreat, as follows:

| FLAG RETREAT CEREMONY | | | | |
|---|--|--------------|--|---------|
| Division-in-Charge of the Flag Ceremony | Every Friday, the last workday of the week | Face-to-face | | 4:00 PM |
| All offices except the Office-in-Charge | Every Friday, the last workday of the week | Virtual | | |

Should you need any clarification, feel free to visit the Personnel Administration Section or call local 129.

For guidance and strict compliance.


DIR. VENUS F. REBULDELA

MMB/JOM/mba/129