



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

OFFICE MEMORANDUM
UM-09-25-2024

TO : SGOD and CID Chiefs and Personnel
OSDS Unit Heads and Personnel
Contract of Service and Job Order Employees

FROM : CECILE C. FERRO CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE : September 25, 2024

SUBJECT: IN-CHARGE OF FLAG RAISING AND LOWERING CEREMONIES FOR THE MONTH OF OCTOBER 2024

1. Please be guided by the following assignment for the Flag Raising and Lowering Ceremonies for **October, 2024** as part of Office Rules and Regulations pursuant to **R.A. No. 8491, s. 1998** known as **“The Code of the National Flag, Anthem, Motto, Code-of-Arms and other Heraldic Items and Devices of the Philippines”**.

| DATE | SECTION-IN-CHARGE | POINT PERSON/S |
|------------------------|--|---|
| OCTOBER 2024 | | |
| 7-Monday 11- Friday | School Governance and Operations Division (SGOD) | Mary Jean S. Romero |
| 14-Monday 18-Friday | (SDS, ASDS, Legal, ICT, AO V-Admin Cashier, Records, Supply) | Cecile C. Ferro, Atty. Norlito Jr. Agunday, Jennifer B. Metica, Eva S. Tolentino, Cherie V. Perez, Cristina Barrameda |
| 21-Monday 25-Friday | Personnel Section | Marichelle B. Llave |
| 28-Monday 1-Friday | Finance Department (Accounting, Budget) | Angelo James O. Aguinalde / Liza R. Bernardo |

2. For information, guidance and strict compliance.



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