



Republic of the Philippines
Department of Education
 Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-03-22-2024

TO : Section/Unit Heads
 All Employees of the Division Office

FROM : *[Signature]*
SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : MARCH 22, 2024

SUBJECT : IN-CHARGE OF FLAG RAISING AND LOWERING OF
 FLAG, APRIL, 2024 AND MAY, 2024

Hereunder is the monthly schedule of assignment for the Flag Raising and Lowering Ceremonies every Monday morning and Friday afternoon for the month of **APRIL, 2024** and **MAY, 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 |
|--------------------------------------|--|---|
| APRIL, 2024 | | |
| 1-Monday 5-Friday | SDS/ASDS/LEGAL Office/IT Section | Socorro V. Dela Rosa/ Cecile C. Ferro/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica |
| 8-Monday 12-Friday | Curriculum Implementation Division (CID) | Romel G. Petajen |
| 15-Monday 19-Friday | School Governance and Operations Division (SGOD) | Mary Jean S. Romero |
| 22-Monday 26-Friday | Administrative Department (Admin, Personnel, Cashier, Records, Supply) | Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez |
| 29-Monday 3-Friday | Finance Department (Accounting, Budget) | Angelo James O. Aguinalde/ Ma. Cielo C. Tubale |
| MAY, 2024 | | |
| 6-Monday 10-Friday | SDS/ASDS/LEGAL Office/IT Section | Socorro V. Dela Rosa/ Cecile C. Ferro/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica |
| 13-Monday 17-Friday | Curriculum Implementation Division (CID) | Romel G. Petajen |
| 20-Monday 24-Friday | School Governance and Operations Division (SGOD) | Mary Jean S. Romero |
| 27-Monday 31-Friday | Administrative Department (Admin, Personnel, Cashier, Records, Supply) | Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez |

For information, guidance and strict compliance.



San Roque, Virao, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedregionvcatanduanes.com / www.catanduanes.deped.gov.ph