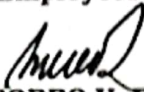


Republic of the Philippines
 Department of Education
 Region V - Bicol
 SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-07-20-2023

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

FROM : 
 SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : JULY 20, 2023

SUBJECT : IN-CHARGE OF FLAG RAISING AND LOWERING OF
 FLAG, AUGUST, 2023 AND SEPTEMBER, 2023

Hereunder is the monthly schedule of assignment for the Flag Raising and Lowering Ceremonies every Monday morning and Friday afternoon for the month of **August** and **September, 2023** 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
AUGUST, 2023		
7-Monday 11-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
14-Monday 18-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
21-Monday 25-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
29-Tuesday 1-Friday	Finance Department (Accounting, Budget)	James O. Aguinalde/ Ma. Cielo C. Tubale
SEPTEMBER, 2023		
4-Monday 8-Friday	SDS/ASDS/LEGAL Office/IT Section	Socorro V. Dela Rosa/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
11-Monday 15-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
18-Monday 22-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
25-Monday 29-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.

