


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

**UNNUMBERED MEMORANDUM:**  
 OSDS-SDS-UM-11-28-2022/EST

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

**FROM :**   
 SUSAN S. COLLANO  
 Schools Division Superintendent

**DATE :** NOVEMBER 28, 2022

**SUBJECT :** IN-CHARGE OF FLAG RAISING AND LOWERING OF  
 FLAG CEREMONY, DECEMBER, 2022 AND JANUARY, 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 **December, 2022** 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
<b>DECEMBER 2022</b>		
5-Monday 9-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
12-Monday 16-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
19-Monday 23-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle B. Llave/ Liza R. Bernardo/Cherie V. Perez/Cristina T. Barrameda
26-Monday 30-Holiday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale
<b>JANUARY 2023</b>		
2-Monday 6-Friday	SDS/ASDS/LEGAL Office/IT Section Curriculum Implementation Division	Susan S. Collano/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
9-Monday 13-Friday	Curriculum Implementation Division (CID)	Romel G. Petajen
16-Monday 20-Friday	School Governance and Operations Division (SGOD)	Mary Jean S. Romero
23-Monday 27-Friday	Administrative Department (Admin, Personnel, Cashier, Records, Supply)	Eva S. Tolentino/Marichelle B. Llave/ Liza R. Bernardo/Cherie V. Perez/Cristina T. Barrameda
30-Monday 3-Friday	Finance Department (Accounting, Budget)	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale

For information, guidance and strict compliance.