



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

**UNNUMBERED MEMORANDUM:**

OSDS-ADMIN-UM-11-20-2023

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

**FROM :** **SOCORRO V. DELA ROSA**  
 Schools Division Superintendent

**DATE :** **November 27, 2023**

**SUBJECT :** **IN-CHARGE OF FLAG RAISING AND LOWERING OF  
 FLAG, DECEMBER, 2023 AND JANUARY, 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 **December, 2023** and **January, 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
<b>DECEMBER, 2023</b>		
<b>4-Monday 8-Friday</b>	<b>Administrative Department (Admin, Personnel, Cashier, Records, Supply)</b>	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
<b>11-Monday 15-Friday</b>	<b>Finance Department (Accounting, Budget)</b>	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale
<b>18-Monday 22-Friday</b>	<b>SDS/ASDS/LEGAL Office/IT Section</b>	Socorro V. Dela Rosa/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
<b>25-Monday 29-Friday</b>	<b>Curriculum Implementation Division (CID)</b>	Romel G. Petajen
<b>JANUARY, 2024</b>		
<b>1-Monday 5-Friday</b>	<b>School Governance and Operations Division (SGOD)</b>	Mary Jean S. Romero
<b>8-Monday 12-Friday</b>	<b>Administrative Department (Admin, Personnel, Cashier, Records, Supply)</b>	Eva S. Tolentino/Marichelle Llave, Liza Bernardo/Cristina Barrameda/Cherie Perez
<b>15-Monday 19-Friday</b>	<b>Finance Department (Accounting, Budget)</b>	Angelo James O. Aguinalde/ Ma. Cielo C. Tubale
<b>22-Monday 26-Friday</b>	<b>SDS/ASDS/LEGAL Office/IT Section</b>	Socorro V. Dela Rosa/ Ma. Luisa T. Dela Rosa/Atty. Norlito Jr. P. Agunday/Jennifer B. Metica
<b>29-Monday 2-Friday</b>	<b>Curriculum Implementation Division (CID)</b>	Romel G. Petajen

For information, guidance and strict compliance.



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