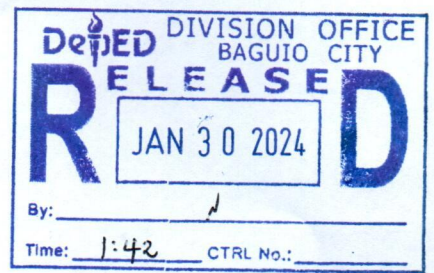




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 29, 2024

DIVISION MEMORANDUM
 No. **057-2024**

SEF-PAID EMPLOYEES' FLAG RAISING CEREMONY ATTENDANCE SCHEDULE

To: All SDO Functional Division Chiefs, Section/Unit Heads
 Public Schools District Supervisors
 Public School Heads
 SEF-Paid Non-Teaching Staff
 Others Concerned

- Pursuant to Republic Act No. 8491, known as the "Flag Heraldic Code of the Philippines," and the Civil Service Commission Memorandum Circular No. 19, s. 2012 on the "Observance of Flag Ceremonies," this Office hereby directs all SEF-paid employees to participate in Flag Raising Ceremonies, in accordance with the following schedule effective February 5, 2024:

SCHEDULE	CITY HALL	SCHOOLS DIVISION OFFICE	SCHOOL
1 st Monday of the month	SDO SEF-paid employees	Implementing Units (IUs) SEF-Paid employees and Districts 1-5 (non-IUs)	Districts 6 – 10 (non-IUs) in their respective school assignments
2 nd Monday of the month	Implementing Units (IUs) SEF-Paid employees	SDO SEF-paid employees and Districts 6-10 (non-IUs)	Districts 1 – 5 (non-IUs) in their respective school assignments
3 rd Monday of the month	SEF-Paid employees in Districts 6-10 (Non-IUs)	SDO SEF-paid employees	Implementing Units (IUs) SEF-Paid employees and District 1-5 (non-IUs) in their respective school assignments
4 th Monday of the month	SEF-Paid employees in Districts 1-5 (Non-IUs)	SDO SEF-paid employees	Implementing Units (IUs) SEF-Paid employees and Districts 6 – 10 (non-IUs) in their respective school assignments

Note: Schedule rotations will be observed.

- Participation in the flag raising ceremonies serves as an avenue for employees to stay informed about the organization's updates. Hence, attendance of the employees will be checked and monitored by the SEF-HRMA or authorized representative.
- In addition, all SEF-paid employees are under the supervision of DepEd, thus suspension of work in the City Government does not apply to SEF-paid personnel unless authorized by this Office.
- For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

