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Reference No. 2022- (60)  
May 26, 2022

MEMORANDUM FROM THE DIRECTOR

To : ALL DA-BAR STAFF

Subject : GUIDELINES GOVERNING THE CONDUCT OF FLAG CEREMONY

As an expression of nationalism and as a constant reminder for all employees to be exemplary public servants and as mandated by the Civil Service Memorandum Circular No. 19, s. 2012 in pursuant to Section 10 of Republic Act (RA) No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines, the following guidelines on the conduct of the flag ceremony is hereby issued, covering all organic and contract of service personnel of the Bureau.

1. **SCHEDULE.** The Bureau shall have a flag raising ceremony at exactly 8:00AM of every Monday or the first working day of the week and a flag-lowering ceremony at 4:30PM of every Friday or on the last working day of each week.

*During the flag raising ceremony, the assembly shall stand in formation facing the flag. At the moment the first note of the anthem is heard, everyone in the premises shall come to attention; moving vehicles shall stop. All persons present shall place their right palms over their chests, those with hats shall uncover, while those in military, scouting, security guard, and citizens military training uniforms shall give salute prescribed by their regulations, which salute shall be completed upon the last note of the anthem.<sup>1</sup>*

*During the flag-retreat, the flag should be lowered slowly so that the flag will be down the mast at the sound of the last note of the anthem. Those in the assembly shall observe the same deportment or shall execute the same salute as required of them in the flag-raising ceremony.<sup>2</sup>*

2. **HOSTING.** The hosting of the flag ceremony shall be rotated among divisions/offices/units of the Bureau.
  - 2.1. Overall coordination of the flag ceremony rests with the Human Resource Management Unit;
  - 2.2. Actual hosting of the activity shall be rotated **monthly** among the various divisions, offices, and units of the bureau, guided by the order/schedule developed by the HRMU;
  - 2.3. Host division, office, or unit shall be responsible for all coordinating works, including logistics and other arrangements necessary for the smooth conduct of the ceremony.

<sup>1</sup> Section 21 Republic Act (RA) No. 8491  
<sup>2</sup> Section 22 Republic Act (RA) No. 8491



3. **ACTIVITIES.** Every flag ceremony shall have at least the following activities:

3.1. **Flag Raising Ceremony:**

- 3.1.1. Invocation;
- 3.1.2. Singing of the "Lupang Hinirang" as the flag is raised.
- 3.1.3. Recitation of "Panunumpa sa Watawat";
- 3.1.4. Recitation of "Panunumpa ng Lingkod Bayan";
- 3.1.5. Discussion of the "Values for the Week";
- 3.1.6. Announcements;
- 3.1.7. A maximum of 5 minutes presentation of the host division, office, or unit.

*Presentation should cover the functions and accomplishments of the host office, unit, or division. The host may choose to focus on one of its section/functions, assigned programs, or scheduled activity/ies or one of its services and their respective targets or accomplishments. Head of the division, office, or unit may assign an official or staff to do the presentation.*

- 3.1.8. Message from key official/s

3.2. **Flag lowering ceremony**

- 3.2.1. Singing of the "Lupang Hinirang";
- 3.2.2. Announcements

4. **ATTENDANCE and MONITORING.** All officials and staff of the bureau shall attend every flag raising ceremony.

- 4.1. The HRMU shall strictly monitor attendance;
- 4.2. Existing work arrangements (ie. flexi-time, etc.) are deemed suspended during flag ceremony days;
- 4.3. The HRMU shall monitor and keep a record of attendance to the flag ceremony. Any official or staff who arrives in the premises **after** the singing of the National Anthem shall no longer be allowed to register in the attendance sheet;
- 4.4. Any personnel who failed to attend three consecutive flag ceremonies shall submit a written explanation to his/her immediate supervisor and the HRMU;
- 4.5. The HRMU shall notify any personnel who incurred 3 consecutive absences;
- 4.6. Division/Office/Unit heads shall be responsible in ensuring the attendance of their respective staff during flag ceremonies;
- 4.7. Attendance in flag ceremonies shall be considered in the grant of awards and incentives to employees.

5. **EXCLUSION.** Absence from the flag ceremony due to *Official Travel* or *Leave-of-Absence* shall not be counted relative to the monitoring of attendance to the flag ceremonies.

This memorandum shall take effect in **June 2022** and shall remain in force unless superseded by an appropriate issuance. Likewise, all issuances inconsistent with these guidelines are deemed superseded.

For your guidance and compliance.

**JUNEL B. SORIANO, PhD**



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