



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

December 22, 2021

**DIVISION MEMORANDUM**  
NO. **475**, s. 2021

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Unit and Section Heads  
Schools Division Office Personnel  
All Concerned

**SCHOOLS DIVISION OFFICE FLAG CEREMONY  
HOSTING SCHEDULE FOR 2022**

1. In reference with Republic Act No. 8491 titled “Flag and Heraldic Code of the Philippines” and CSC Memorandum Circular No. 19 series of 2012, this Office announces the flag raising ceremony hosting schedule for year 2022.

2. SCHEDULE OF FLAG CEREMONIES. As an expression of nationalism and as a constant reminder for employees to be exemplary public servants, the Schools Division Office of Cavite Province shall have a:

2.1. Flag raising ceremony at exactly 8:00AM of every Monday or the next working day if Monday is declared a holiday, and;

2.2. Flag-lowering ceremony at exactly 5:00PM of every Friday or the last working day of the week if Friday is declared a holiday.

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

4.1. Singing of the “Lupang Hinirang” (Philippine National Anthem – official rendition version as the Philippine flag is raised;

4.2. Invocation

4.3. Recitation of “Panunumpa sa Watawat;”

4.4. Singing of Cavite Hymn

4.5. Recitation of Panunumpa ng Lingkod Bayan





4.6. Recitation of DepEd Quality Policy.

4.7. Food for Thought

4.8. Messages and Announcements

4. HOSTING. The hosting of flag ceremony shall be rotated among offices/units of the Division. The schedule is as follows:



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- 4.1. Office of the Schools Division Superintendent (SDS, ASDS, ICT and Legal)
- 4.2. Administrative Office (Personnel, Records, Supply and Cashier)
- 4.3. Budget and Finance
- 4.4. Curriculum Implementation Division (Public Schools District Supervisors)
- 4.5. Curriculum Implementation Division (EPS)
- 4.6. Curriculum Implementation Division (LRMDS and ALS)
- 4.7. Schools Governance and Operations Division (Planning and Research, Private, M&E, Education Facilities, Youth, Soc.Mob. and HRD)
- 4.8. Schools Governance and Operations Division (Dental Soc.Mob. and HRD)
- 4.9. Schools Governance and Operations Division (Medical)

5. FIRST FLAG CEREMONY OF THE YEAR 2022. All employees are expected to wear their red polo shirt with DepEd Cavite logo and any head dress of their choice during the conduct of the Division's first flag ceremony for the year 2022.

6. Immediate and widest dissemination of this Memorandum is earnestly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

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