



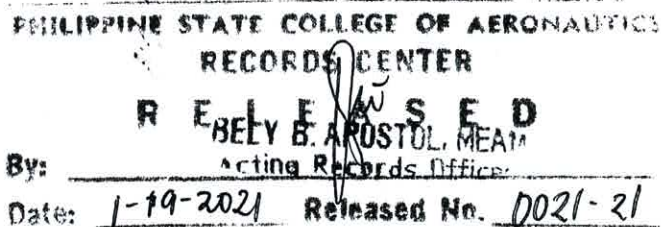
January 18, 2021

MEMORANDUM CIRCULAR

No. 01 series 2021

TO : **ALL PhilSCA EMPLOYEES**

SUBJECT : **GUIDELINES FOR THE OBSERVANCE OF FLAG CEREMONIES**



1. References:

- a. Civil Service Commission Memorandum Circular No. 19 s. 2012
 - b. Republic Act No. 8491 entitled "An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms and Other Heraldic Items and Devices of the Philippines".
 - c. Republic Act No. 1265 (June 11, 1995) entitled "An Act Making Flag Ceremony Compulsory in all Educational Institutions."
2. To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants and in compliance to above-cited references wherein all government offices and educational institutions are required to observe the flag ceremonies, these guidelines shall be observed in PhilSCA.
3. The College shall have a flag-raising ceremony at 8:00 A.M. of every Monday or the next working day if Monday is declared a holiday and a flag-lowering ceremony at 5:00 P.M. of every Friday or the last working day of the week if Friday is declared a holiday.
4. Every Flag ceremony shall have the following activities:
- 4.1. Interfaith Prayers
 - 4.2. Singing of the National Anthem as the Philippine Flag is raised/lowered;
 - 4.3. Recitation of "Panunumpa ng Katapatan sa Watawat ng Pilipinas"
 - 4.4. Recitation of "Panunumpa ng Kawani ng Gobyerno"
 - 4.5. Singing of PhilSCA Hymn (flag-raising/flag-lowering).
 - 4.5. Recitation of PhilSCA Mission, Vision and Core Value
 - 4.5. Messages and Announcements (Flag-raising/Flag-lowering)
5. The Hosting of the flag ceremony shall be rotated among offices/units of the College. HRMSD will be posting the schedule of hosting in the main

Handwritten signature

campus through a Memorandum while external campuses HR Coordinators will be posting their respective schedule through Local Memo signed by their Campus Directors. The host office or unit shall be responsible for coordinating with other offices relative to logistics, information to be shared and other arrangements necessary for the smooth and befitting conduct of the ceremony.

6. All officers and staff shall attend every flag ceremony based on the released Alternative Work Arrangement (AWA) of the employees during the Pandemic period.
 - 6.1 All personnel who are scheduled to report every Monday or on the first working day of the week shall be present in the flag-raising ceremony and those personnel who are scheduled to report up to Friday or on the last working day of the week shall be present in the flag-lowering ceremony.
 - 6.2 HRMSD and Campuses HR Coordinators shall strictly monitor and keep the record of attendance of all personnel.
 - 6.3 Head of Offices/Units are responsible for ensuring the attendance of their respective staff during flag ceremonies.
 - 6.4 Attendance in this activity shall be considered during the rating period, in the grant of awards and incentives to employees.
7. Deliberate non-participation and/or Habitual absences in Flag Ceremonies shall be dealt with guided applicable and appropriate rules and regulations of the Civil Service Commission (CSC), such as the "Violation of Reasonable Office Rules and Regulations" following due process.
 - 7.1 Missing an accumulated total of six (6) Flag ceremonies in three consecutive months shall be considered habitual absences and/or deliberate non-participation in the activity.
 - 7.2 Exempted on the absences from the Flag ceremonies are those personnel who are on Official Business or on Leave-of-Absence, provided that a copy of the duly approved OB slip, Travel Orders and Application for Leave is properly filed in the HRMSD.
8. This Memorandum Circular shall take effect and remain in full force unless otherwise superseded by another issuance. All instructions/issuances inconsistent with these guidelines shall be deemed superseded.
9. For widest dissemination and compliance.


PROF. MARWIN M. DELA CRUZ, Ph.D.
College President

