



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

2503-2382

**DIVISION MEMORANDUM**

No. 188, s. 2025

**FLAG-RAISING AND FLAG-LOWERING CEREMONIES  
IN SDO VIGAN CITY**

TO: All SDO Vigan City (SDO Proper) Personnel  
Public School Heads

1. Pursuant to Republic Act No. 8491 otherwise known as "**The Code of the National Flag, Anthem, Motto, Coat-of-Arms and Other Heraldic and Devices of the Philippines**", specifically Rule 3 Chapter 1. C. Section 18 states that all government offices and education institutions shall henceforth observe the flag-raising ceremony every Monday morning and flag-lowering ceremony every Friday afternoon.
2. In line with this, SDO Vigan City Proper is enjoined to conduct the flag-raising every Monday, **or the next working day if Monday is declared a holiday**, and a flag-lowering ceremony every Friday **or the last working day of each week**. The conduct of the flag-raising and flag-lowering ceremonies will be at 8 o'clock in the morning and 5 o'clock in the afternoon, respectively.
3. The sequence of the flag-raising ceremonies is embodied in DepEd Order No. 50, s. 2015, titled "**Observance/ Conduct of the Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Singing of the Philippine National Anthem**" to wit:
  - a. Singing of Lupang Hinirang;
  - b. Government Employees' Prayer;
  - c. Recitation of Panunumpa ng Katapatan sa Watawat ng Pilipinas;
  - d. Recitation of Panunumpa ng Lingkod Bayan by all Department officials and employees only;
  - e. Recitation of the DepEd Vision, Mission, and Quality Policy Statement;
  - f. Recitation of Vigan City Vision and Mission;
  - g. Singing of the Vigan City Hymn;
  - h. Singing of the Bagong Pilipinas Hymn; and
  - i. Recitation of the Bagong Pilipinas Pledge.
4. Consistent with Section 18 of RA 8491, all central, regional, schools division offices and public and private schools nationwide shall henceforth observe the **Flag Lowering Ceremonies** every Friday afternoon. The Ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem. The flag shall be lowered in strict compliance with Section 22 of the same law which provides:



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

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Email Address: vigan.city@deped.gov.ph

Website: www.depedvigancity.com

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*Section 22. During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall 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 observe the same behavior as for the flag-raising ceremony.*

- Public School Heads are advised to follow the sequence of the Flag Raising Ceremonies, specifically including the Vigan City Hymn.
- In this connection, a Task Rotation Scheme, as shown below, will be employed for the conduct of Flag Raising in the Schools Division Office:

Month	Personnel In-Charge
<b>January</b>	Grace F. Castañeda Christopher Michael Gasmen Greatest Yeng Molina Aurelyn Fieldad Angelene Itchon
<b>February</b>	Susiemar Rapisura Edgar Pescador Princess Torricer Lloyd Ancheta Cherry Joy Garma
<b>March</b>	Mary Joy Suero Maria Korynne Taborda Jess Messiah Navarro Winston Pila Denmark Tabuso
<b>April</b>	Nelson Robiñol Eric Tapat Sherwin Fabre Bryan Portugal Nicole Arce
<b>May</b>	Rommel Rabo Laurie Angela Agati Nenita Alviar Vincent Jude Rosales Peter John Frial
<b>June</b>	Elsie Amorin Laurence Agtutubo Clarence Pe Benito Daisy Ancheta Jonas Cu
<b>July</b>	Amelyn Abella Neil Onemig Purisima

Month	Personnel In-Charge
	Adelmar Paeta Division Engineer Reynabel Amin
<b>August</b>	Felipa Regaspi Allan Barrientos Vanessa Sinogo Dr. Mac Lubert Rapacon
<b>September</b>	EPS2 – SocMob Gloria Cabotaje Reymalin Llanes Ferdinand Flores Aphrodite Hope Martinez
<b>October</b>	Clarito Siababa Dr. Arlyn Batulan Karen Gay Cu Gemalyn Lampote
<b>November</b>	Pelagio Cardenas Sherelyn Riodil Grace Formoso Ted Cliexzle Aurellado
<b>December</b>	Solito Cortel Milagros Paz Mark Allen Sinogo Aldrich Quiocho Mark Jason Raboy
<b>Flag Raisers</b>	Nestor Pascua Dennis Suero Guard on Duty
<b>Documenters</b>	Eric Tapat Lloyd Ancheta Cherry Joy Garma Mark Jayson Raboy



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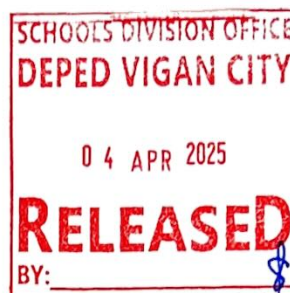




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7. The Division Memorandum shall take effect immediately. All provisions in any related issuances which are inconsistent with those embodied in this Memorandum are hereby repealed, rescinded, or modified accordingly.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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