



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

Office of the Schools Division Superintendent

04 MAY 2026

DIVISION MEMORANDUM

No. 324 s, 2026

FLAG-RAISING AND FLAG LOWERING CEREMONIES IN SDO VIGAN CITY

To: All SDO Vigan City (SDO Proper) Personnel

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:



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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.

5. Public School Heads are advised to follow the sequence of the Flag Raising Ceremonies, specifically including the Vigan City Hymn.
6. 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
January	Racquel Follante Christopher Michael Gasmen Greatest Yeng C. Molina Aurelyn Fieldad Angelene Itchon
February	Susiemar Rapisura Edgar Pescador Aphrodite Hope Martinez Lloyd Ancheta Cherry Joy Garma
March	Mary Joy Suero Maria Korynne Taborda Jinky Joy Alejo Winston Pila Ruth Ramos
April	Nelson Robiñol Eric Tapat Sherwin Fabre Dianne Christine Frio Jackelyn Fernandez
May	Rommel Rabo Laurie Angela Agati Nenita Alviar Vincent Jude Rosales Peter John Frial
June	Elsie Amorin Michael Gelacio Clarence Pe Benito Daisy Ancheta Giro Anthony Flandez
July	Amelyn Abella Reyna Tajon

Month	Personnel In-Charge
	Adelmar Paeta Arch. Ben Lazo Reynabel Amin
August	Felipa Regaspi Ferdinand Flores Vanessa Sinogo Dr. Zyra Mae Sol
September	Alimar Ablog Gloria Cabotaje Reymalin Llanes Raymart Quedado
October	Clarito Siababa Dr. Arlyn Batulan Janne Armie Adriatico Jayson Domingo
November	Pelagio Cardenas Sherelyn Riodil Rosjayne Mey Gandeza Ted Cliexzle Aurellado
December	Solito Cortel Milagros Paz Maria Bernadette Sarmiento Aldrich Quiocho Carlo Jigg Portugal
Flag Raisers	Nestor Pascua Dennis Suero Guard on Duty
Documenters	Eric Tapat Lloyd Ancheta Cherry Joy Garma Jayson Domingo





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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

