

DRN: III-FO-HRMDD-A-MC-25-01-03045-S

MEMORANDUM

TO : ALL DSWD PERSONNEL

FROM : THE REGIONAL DIRECTOR
Field Office III

SUBJECT : CLARIFICATORY MEMO ON MANDATORY ATTENDANCE AND
OBSERVANCE OF FLAG CEREMONY

DATE : 15 JAN 2025

In line with the institutional commitment to upholding discipline and punctuality, the requirements to the mandatory attendance and observance of the Flag Ceremony is hereto forth outlined as laid down in HR ADVISORY NO. 10 – GUIDELINES ON OBSERVANCE OF FLAG CEREMONIES, dated November 15, 2024, and in accordance with the following legal bases:

- **Section 8 and 18 of Republic Act No. 8491 -An Act Prescribing The Code Of The National Flag, Anthem, Motto, Coat-Of-Arms and Other Heraldic Items and Devices of the Philippines** citing that all government agencies and instrumentalities, and local government offices, government-owned corporations and local government units are **ENJOINED TO OBSERVE FLAG DAY** with appropriate ceremonies. Socio-civic groups, non-government organizations and the private sector are exhorted to cooperate in making the celebrations a success. Moreover, all government offices and educational institutions shall henceforth **observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon**. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem.
- **CSC Memorandum Circular No. 5, s. 1997** – Policy on Absenteeism and Tardiness, which empowers heads of offices to **IMPLEMENT INTERNAL RULES TO MINIMIZE ABSENTEEISM AND TARDINESS**.
- **CSC Memorandum Circular No. 19, s. 2012** – Conduct of Flag Ceremonies, which mandates government offices to conduct flag-raising ceremonies and emphasizes **MANDATORY ATTENDANCE** for all employees.
- **Republic Act No. 6713** – Code of Conduct and Ethical Standards for Public Officials and Employees, which underscores the **IMPORTANCE OF ADHERING TO OFFICIAL SCHEDULES AND PARTICIPATING IN MANDATORY ACTIVITIES**.

MANDATORY ATTENDANCE FOR FLAG CEREMONY

As part of the agency's efforts to promote punctuality and discipline, ALL employees, including Contract of Service (COS) and Job Order (JO) workers, are **REQUIRED** to

attend the Flag Ceremony every Monday* at 8:00 AM. The observance of the Flag Ceremony is an essential component of the agency's organizational culture, demonstrating respect for national symbols and fostering unity among employees.

Note: If it falls on a holiday, the Flag Ceremony shall be conducted on the next working day.

EXCLUSION OF ABSENCES

Absences from the Flag Ceremony due to official business (OB) or leave (LOA) with proper documentation shall not be counted in determining habitual absence. However, duly approved RSO/Travel Authority or LOA form must be submitted to HRMDD and attached to their DTR to be excused.

VIRTUAL ATTENDANCE FOR REMOTE UNITS

Employees assigned to SWADs, Centers, and Annexes are expected to participate in the Flag Ceremony **VIRTUALLY**. A system will be implemented to monitor virtual attendance, ensuring that all Personnel gather and participate in this important observance.

SIGNIFICANCE OF THE FLAG CEREMONY

The Flag Ceremony is not only a formal observance but a vital practice to encourage a sense of patriotism, solidarity, and responsibility among all Personnel. By prioritizing this weekly ritual, the Department reinforces the values of punctuality, respect for duty, and adherence to institutional guidelines.

ATTENDANCE LOG DURING FLAG CEREMONY

Effective CY 2025, the **TEMPORARY DISABLING** of the Attendance Log Module (ALM) using the QR Code Mechanism during the Flag Ceremony will continue to emphasize the importance of this practice. This policy, which had been reinstated, ensures that all employees and workers are **PRESENT** before the commencement of this official duty. It is designed to encourage punctuality and active participation, reinforcing the value of the Flag Ceremony as a unifying and respectful observance while ensuring that attendance is accurately monitored.

This policy, in conjunction with existing guidelines, encourages employees to arrive at work **BEFORE 8:00 AM ON MONDAYS** to attend and observe the Flag Ceremony. It is not intended as a punitive measure, but rather to conform with existing laws and rules and also as a means of fostering a culture of punctuality and respect for the mandated activity.

ATTENDANCE MONITORING

In order to ensure full participation and compliance, the Personnel Administration Section will monitor attendance and encourage maximum participation. Division Chiefs are tasked with ensuring that their staff adhere to the attendance guidelines, submitting a monthly list of absentees to HRMDD by the last Wednesday of each month for proper action.

NON-COMPLIANCE WITH ATTENDANCE

Employees and COS and JO workers who fail to attend three (3) consecutive Flag Ceremonies will be required to submit a written explanation to their immediate supervisor and HRMDD. This process ensures that absences are duly accounted for and addressed in a timely manner.

Field Office III encourages **ALL PERSONNEL** to observe and participate in the Flag Ceremony with the utmost respect and punctuality. By attending on time and adhering to the established guidelines, employees and workers contribute to a positive and professional work environment. Further clarification will be provided through the appropriate channels to ensure a smooth and effective implementation of this policy.

Finally, respecting the flag ceremony not only upholds the law but also fosters a sense of patriotism, and unity among government employees.

Thank you for your cooperation and understanding.

For your information and strict compliance.

DIR. VENUS F. REBULDELA