



080283

MEMORANDUM CIRCULAR NO. 7-83
Series of 1983

SUBJECT: FLAG CEREMONY

In compliance with Civil Service Memorandum Circular No. 4, series of 1968, which enjoins all government offices to schedule on the first and last working day of each week the observance of flag ceremonies, all employees from the division chiefs (or equivalent rank) down the line of the rank and file, whether regular or casual, are required to attend the flag raising ceremony on Monday morning at 8:00 a.m. and the flag lowering on Friday afternoons at 5:00 p.m.

To add solemnity to the ceremony, recitation of the pledge to the flag during the flag raising is prescribed.

The grouping of bureaus, services and offices are as follows and their respective schedule is indicated in the attached sheets:

Group I ... OMAR
Planning Service
COLT

Group II .. Administrative Service
Auditing Office

Group III . FIMAS
BLTI
BURE

Group IV ... BLADO
BALA

All others not in schedule for the day may attend the flag ceremony.

Security Guards on duty will go to the offices covered by their respective guard posts and remind the personnel in the offices who are on schedule for the day to proceed to the assembly area for the ceremony.

Bureau Directors, Chiefs of Service, Head Executive Assistant and the Action Officer, COLT, shall assign one of their personnel to take down the attendance which will be submitted to the Chief, Personnel Division who is hereby directed to make the corresponding report at the Staff Meeting.

This Circular takes effect on August 1, 1983

Diliman, Quezon City, July 22, 1983


GENERAL A. ESTRELLA
Minister