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REPUBLIKA NG PILIPINAS
MINISTRI NG REFORMANG PANSAKAHAN
(MINISTRY OF AGRARIAN REFORM)
TANGGAPAN NG MINISTER
DILIGAN, LUNGSOD NG QUEZON

IN REPLY, PLEASE ADDRESS:
THE MINISTER
Ministry of Agrarian Reform
P. O. Box No. 2993
Manila

17:24

MINISTRY MEMORANDUM CIRCULAR NO. 340
Series of 1980

Subject: FLAG CEREMONY

Rationale:

The Philippine Flag is the symbol of our national identity and it is therefore important that it be accorded the highest degree of courtesy particularly during the flag-raising and flag-lowering ceremonies. No better manifestation can be shown by the citizens toward the national emblem than to stand at attention during the raising and lowering, to learn the national anthem by heart and to take pride in singing it during the flag ceremony.

To increase the solemnity of the ceremony, and as a fitting gesture of the participants' agreement and vow to uphold the national aims and to work for the nation's aspirations, recitation of the pledge of allegiance to the flag during the ceremony is prescribed.

Civil Service Commission Memorandum Circular No. 4, series of 1968 enjoins all government offices to schedule on the first and last working days of each week the observance of flag ceremonies, desirably at 8:00 in the morning for flag-raising and at 5:00 in the afternoon for flag-lowering.

Attendance:

All officials and employees from the Bureau Directors, Service Chiefs and Division Chiefs down the line of rank and file, whether regular or casual, are required to attend the flag-raising and flag-lowering ceremonies on the dates scheduled for their respective group as indicated hereunder:

- Group I - OMAR
Planning Service
COLT
- Group II - Administrative Service
Auditing Office
- Group III - FIMAS
BLTI
EURE
- Group IV - ELADD
BALA

33/8/80

"Hindi na matatalikuran pa ang pagbabageng ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kaniyang binubungkal." Pangulong MARCOS

All others not on schedule for the day may attend the flag ceremony, should they wish to.

Monday morning flag-raising ceremony:

1. MAR personnel who arrive early will be allowed to enter their offices, but 10 minutes before 8:00 a.m. they must proceed to the assembly area for the flag-raising ceremony. Security guards on duty will go to MAR offices covered by their respective guard posts and remind MAR personnel still in the offices who are on schedule for the day to proceed to the assembly area for the ceremony. Those who arrive after 7:50 a.m. should proceed to the assembly area.

2. MAR personnel will assemble in single file facing the flagpole at designated places according to their respective offices which will be indicated by signboards bearing the names of their respective offices. Heads of offices will supervise the personnel under them.

3. As soon as the MAR personnel are assembled in proper file, heads of offices will check the attendance and report the number of personnel to the ISU representative. To make this as fast as possible and avoid unnecessary delay, only the number of personnel present by offices/divisions/units will be taken. This can be done by ordering them to call off their numbers.

4. After the number of personnel present by offices is taken and reported, flag-raising will be started with the singing of the national anthem accompanied by a recording to give more life to the group singing.

5. Heads of offices will list the names of personnel of their respective offices who are present and submit same to the Chief of the Personnel Division or her representative immediately after the ceremony. The number of personnel in the list must tally with the number taken during the check up (call off) of attendance before the ceremony.

Friday afternoon retreat:

1. MAR personnel will leave their offices and proceed to the assembly area for the flag ceremony 10 minutes before 5:00 p.m. Security guards on duty at the time will go to the MAR offices covered by their guard posts and remind MAR personnel still in their offices who are on schedule for the day to proceed to the assembly area for the ceremony.

2. No MAR personnel will be exempted from attending the ceremony. Those still doing some important work must leave their work first, and return to continue working after the flag ceremony.

3. The same procedures for checking attendance shall be followed as on Monday morning flag-raising ceremony.

Responsibilities:

The Information Division shall provide the sound system and take charge of the playing of records of the national anthem during the flag-raising ceremony and lively music ten (10) minutes before the flag-raising and lowering ceremonies.

The Intelligence Security Unit shall take charge of the signboards.

The Bureau Directors/Service Chiefs/Division Chiefs/unit Chiefs shall be responsible for checking the attendance of all personnel on their designated group dates. Attendance sheet shall be submitted to the Chief of the Personnel Division or her representative immediately after the flag-raising/flag-lowering ceremonies.

The Chief of the Personnel Division shall submit to the Legal Division the list of absentees for appropriate action.

The Bureaus/Services scheduled for the day have the option to introduce activities like simple calisthenics, breathing exercises, pep talk by the Assistant Secretary or Bureau Director, make important announcements or hold short programs.

Penalty Clauses:

The following penalty in accordance with the rules prescribed by the Civil Service Commission for light offenses shall be imposed upon employees found, after due notice and hearing, violating pertinent provisions of this Circular:

1. First Offense - Stern warning
2. Second Offense - Considered half day absence
3. Third Offense - Considered ten (10) days absence
4. Fourth Offense - Considered thirty (30) days absence

Subsequent offenses in excess of the fourth offense shall be considered habituality and/or recidivism and the penalty to be imposed is the maximum penalty imposed for less grave offenses—suspension for one year.

Amending Clause:

All orders, memoranda, circulars or administrative issuances inconsistent with this Circular are hereby amended, superseded or repealed accordingly.

Effectivity:

This Circular shall take effect on March ¹⁰3, 1980.


CONRADO F. ESTRELLA
Minister