



Memorandum Circular	GUIDELINES GOVERNING THE CONDUCT OF FLAG CEREMONY	Date: 17 January 2014
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REFERENCE DOCUMENTS

Republic Act No. 8491, Flag and Heraldic Code of the Philippines
CSC Memorandum Circular No. 19 series of 2012

IMPLEMENTING GUIDELINES. This Memorandum Circular prescribes the policies of the Academy on the observance of flag ceremony.

1. **Coverage.** This guidelines covers all organic and non-organic personnel of the Academy.
2. **Schedule of Flag Ceremonies.** As an expression of nationalism and as a constant reminder for employees to be exemplary public servants, the Academy shall have a flag raising ceremony at exactly 8:00AM of every Monday or the next working day if Monday is declared a holiday and flag -lowering ceremony at exactly 5:00PM of every Friday or the last working day of the week if Friday is declared a holiday.
3. **Activities.** Every flag ceremony shall have at least the following activities:
 - 3.1. Singing of the "Lupang Hinirang" (Philippine National Anthem -official rendition version) as the Philippine flag is raised/lowered;
 - 3.2. Recitation of "Panunumpa sa Watawat;"
 - 3.3. Singing of "DAP Hymn" as the DAP flag is raised/lowered;
 - 3.4. Singing of the "Productivity Hymn" as the APO flag is raised/lowered;
 - 3.5. Recitation of the DAP Quality Policy.
4. **Hosting.** The hosting of flag ceremony shall be rotated among offices/units of the Academy.
 - 4.1. While over-all coordination of the Flag Raising Ceremony rests with the Human Resources Management and Development Office (HRMDO), actual hosting of the activity shall be rotated, monthly, among the various office-units of the Academy;
 - 4.2. The HRMDO shall, at the start of each year, prepare and announce such hosting schedule;
 - 4.3. The host office-unit shall be responsible for coordinating with other centers/offices relative to logistics, information to be shared and other arrangements necessary for the smooth and befitting conduct of the ceremony.

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5. Attendance and Monitoring. All officers and staff, *regardless of official work schedule*, shall attend every flag raising ceremony.

- 5.1. The HRMDO shall devise a system to encourage maximum participation to flag ceremonies and strictly monitor attendance;
- 5.2. Any personnel who failed to attend three consecutive flag ceremonies shall submit a written explanation to his/her immediate superior and the HRMDO.
- 5.3. The HRMDO shall notify any personnel who incurred 3 three consecutives absences;
- 5.4. Officers are responsible in ensuring attendance of their respective staff during flag ceremonies.
- 5.5. On Flag Ceremony days; i.e., the official working hours for all officers and staff shall be 8:00AM to 5:00PM;
- 5.6. Existing work-arrangements (i.e. flexi-time, 15-minute grace period, etc.) are deemed suspended during flag ceremony days.
- 5.7. The HRMDO shall monitor and keep a record of attendance to the Flag Ceremony. Any officer or staff who arrives the premises after the singing of the National Anthem shall no longer be allowed to register in the attendance roster.
- 5.8. Attendance in flag ceremonies shall be considered in the grant of awards and incentives to employees.

6. Sanctions. Corresponding sanctions shall be adopted to discourage habitual absences in Flag Ceremonies

6.1. Habitual absence is defined as follows:

- ✓ Missing the Flag Ceremony for three (3) consecutive events;
- ✓ Missing an accumulated total of six (6) Flag Ceremonies in three consecutive months.

6.2. The sanction shall correspond to the CSC prescribed actions relative to *Violation of Reasonable Office Rules and Regulations* as provided for under the Revised Rules on Administrative Cases in the Civil Service (Rule 10, Schedule of Penalties, Section 46F).

✓ First Offense	Written Warning
✓ Second Offense	Reprimand
✓ Third Offense	Suspension of 1 day to 30 days (<i>depending upon the mitigating and aggravating circumstances</i>)
✓ Fourth Offense	Dismissal from the service (<i>for regular staff</i>) or Termination or Non-renewal of Service Agreement (<i>in the case of Non-organic Personnel</i>)

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- 7. Exclusion.** Absence from the Flag Ceremony due to Official Business (OB) or Leave-of-Absence (ALA) shall not be counted relative to the determination of habitual absence as defined in Section 6.1. provided that a copy of the duly approved OB slip or Application for Leave of Absence (ALA) is presented to HRMDO within the last working day before the scheduled Flag Ceremony.

EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless superseded by an appropriate issuance. Likewise, all issuances inconsistent with these guidelines shall be deemed superseded.


ANTONIO D. KALAW, JR.
President