



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

MEMORANDUM.

TO : **All Officials and Employees**  
Central Office

FROM : The Director  
Administrative Service

SUBJECT : **FLAG RAISING CEREMONY ATTENDANCE**

DATE : August 31, 2005

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This to reiterate the Memorandum UMTS No. 2004-229 dated July 5, 2004 of the Undersecretary for Management and Technical Services regarding the attendance during the flag raising ceremony every **Monday**.

It has been observed that the attendance of the employees during the Monday Flag Raising Ceremony has been reduced despite our repeated reminders. We would like to inform and remind you that non-attendance to the flag raising ceremony is a violation of reasonable office rules and regulations pursuant to Rule IV on Penalties of CSC Resolution No. 99-1936 of the Civil Service Law and Rules (Book V of Executive Order 292 and amended Omnibus Rules, and is punishable as follows:

<b>1<sup>st</sup> Offense</b>	-	<b>Reprimand</b>
<b>2<sup>nd</sup> Offense</b>	-	<b>Suspension for 1-30 days</b>
<b>3<sup>rd</sup> Offense</b>	-	<b>Dismissal</b>

In this regard, all Division Chiefs together with their subordinates are hereby enjoined to attend the Monday Flag Raising Ceremony. You shall continue to submit your attendance sheet to the Personnel Division and as a part of the ceremony, a roll-call of personnel per division shall be made starting September 2005.

For your guidance and compliance.

  
**RAMON M. EZPELETA, CESO IV**

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