



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

MEMORANDUM

FOR/TO : ALL EMPLOYEES
DENR Central Office

FROM : THE ASSISTANT SECRETARY
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **REMINDER ON THE PROPER CONDUCT DURING THE
FLAG RAISING AND FLAG LOWERING CEREMONIES**

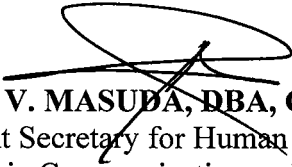
DATE : 28 SEP 2022

This is to remind everyone of the proper conduct during Flag Raising and Flag Lowering Ceremonies, especially on the following:

- During the flag-raising ceremony, the assembly shall stand in formation facing the flag. At the moment the first note of the anthem is heard, everyone in the premises shall come to attention; moving vehicles shall stop. All persons present shall place their right palms over their chests, those with hats shall uncover.
- During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall be down the mast at the sound of the last note of the anthem. Those in assembly shall observe the same behavior as for the flag raising ceremony. After being lowered, the flag shall be handled and folded solemnly as part of the ceremony. All those present shall continue to be in attention, i.e., shall remain standing in formation facing the flag and shall refrain from speaking or making any movement until the folding is completed. This shall be signaled by the head of security in charge of folding the flag.

All heads of office are requested to constantly remind members of their team about the proper conduct described above. Please be advised that improper conduct during flag ceremonies shall be a ground for administrative discipline.

For strict compliance.


HIRO V. MASUDA, DBA, CESO III
Assistant Secretary for Human Resources,
Strategic Communication and Sectoral
Initiatives

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