



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



BAGONG PILIPINAS

MEMORANDUM

FOR/TO : **HEADS OF OFFICES, DENR CENTRAL OFFICE**
BUREAU DIRECTORS
HEADS OF ATTACHED AGENCIES

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

SUBJECT : **SCHEDULE OF HOST OFFICES FOR THE FLAG**
RAISING CEREMONY IN 2024

DATE : November 14, 2023

This is to inform you of the schedule of hosting of the Flag Raising Ceremony in 2024.

Please submit a tentative program (format attached) to the Personnel Division five (5) working days before your schedule through email at denrppms@gmail.com.

For inquiries and other details, please coordinate with Mr. Leo Angelo B. Prieto of the Personnel Division at 8928-9732 or at VOIP 1007.

For information and guidance.

HIRO V. MASUDA, DBA, CESO III

(Handwritten initials and marks)

MEMO NO. 2024 - 11

(Program Format)

DENR Flag Raising Ceremony
(Date)

Host: Name of Office

PROGRAMME

Panalangin (*prepared prayer to be read*) - Name of assigned staff

Pambansang Awit - Name of assigned staff

Panunumpa ng Katapatan sa Watawat - Head of Office

Panunumpa ng Lingkod Bayan – Name of assigned staff

Recital of Mission, Vision and Quality Policy of DENR - Name of assigned staff

Information Sharing (*not more than 3 minutes; person in-charge is advised to prepare a script*) - Head of Office

Announcement from other offices

Message - DENR Secretary or her representative

Inang Kalikasan, Ating Tahanan (*Awit ng DENR*) - Name of assigned staff

SCHEDULE OF OFFICE HOSTING MONDAY FLAG RAISING CEREMONY

January - December 2024

DATE	Host Office
JANUARY (Zero Waste Month)	
1st week	- New Year's Reception/Call
9	- Feast of the Black Nazarene
3rd Week	- National Mental Health Week
January 1	Holiday
January 8	Office of the Undersecretary for Organizational Transformation and Human Resources
January 15	Office of the Secretary & Office of the Chief of Staff
January 22	Office of the Undersecretary for Legal and Administration
January 29	Office of the Undersecretary for Finance, Information Systems and Climate Change

FEBRUARY (Philippine Heart Month)	
2	- World Wetlands Day
February 5	Office of the Undersecretary for Policy, Planning and International Affairs
February 12	Office of the Undersecretary for Field Operations - Luzon, Visayas and Environment
February 19	Office of the Undersecretary for Field Operations-Mindanao
February 26	Office of the Undersecretary for Special Concerns and Legislative Affairs

MARCH (Fire Prevention Month, GAD Month)	
3	- World Wildlife Day
8	- National Women's Day
21	- International Day of the Forest
March 4	Gender and Development (GAD) Office
March 11	Office of the Undersecretary for Integrated Environmental Science
March 18	Office of the Director Administrative Service
March 25	Office of the Director Financial and Management Service

APRIL	
10	- Araw ng Kagitingan
22	- Earth Day
April 1	Office of the Director Knowledge and Information Systems Service
April 8	Office of the Director Legal Affairs Service
April 15	Office of the Director Climate Change Service
April 22	Office of the Director Foreign Assisted and Special Project Service
April 29	Office of the Director Internal Audit Service

DATE	Host Office
MAY (Month of the Ocean)	
13	- World Migratory Bird Day
22	- International Day for Biological Diversity
May 6	Office of the Director Strategic Communication and Initiatives Service
May 13	Office of the Director Policy and Planning Service
May 20	LAS, Internal Affairs Division
May 27	LAS, Claims and Conflict Division

JUNE (Philippine Environment Month, Pride Month)	
9	- Coral Triangle Day
4-10	- Philippine EAGLE Week
10	- DENR Anniversary
12	- Philippine Independence Day
20	- National Refugee Day
25	- Arbor Day
June 3	LAS, Investigation and Arbitration Division
June 10	LAS, Litigation and Prosecution Division
June 17	LAS, Legal Research and Opinion Division
June 24	LAS, Legal Crisis Prevention and Management Division

JULY (National Disaster Consciousness Month, National Disaster Resilience Month)	
July 1	FMS, Accounting Division
July 8	FMS, Budget Division
July 15	FMS, Management Division
July 22	IAS, Management Audit Division
July 29	IAS, Operations Audit Division

AUGUST (Buan ng Wika)	
9	- International Day of the Worlds Indigenous Peoples
28	- National Heroes Day
August 5	Land Management Bureau
August 12	PPS, Planning and Programming Division
August 19	PPS, Program Monitoring and Evaluation Division
August 26	PPS, Policy Studies Division

DATE	Host Office
SEPTEMBER (Philippine Service Month)	
3rd Saturday	World Cleanup Day/International Coastal Cleanup Day
September 2	HRDS, Personnel Division
September 9	HRDS, Training and Development Division
September 16	HRDS, Career Development Division
September 23	KISS, Information Systems Division
September 30	KISS, Network Infrastructure Division

OCTOBER (National Statistics Month, Tamaraw Month, Cybeseurity Awareness Month)	
1st week	Elderly Filipino Week
10-18	Linggo ng Lupong Tagapamayapa
14	World Migratory Bird Day
October 7	KISS, Statistics and Data Resource Management Division
October 14	Biodiversity Management Bureau (BMB)
October 21	Environmental Management Bureau (EMB)
October 28	Forest Management Bureau (FMB)

NOVEMBER (Environmental Awareness Month, Drug Abuse Awareness Month)	
19-25	National Climate Change Consciousness Week
November 4	Laguna Lake Development Authority (LLDA)
November 11	Environmental Law Enforcement and Protection Service (ELEPS)
November 18	Office of the Director for Document Management and Operations Support/ DENR Action Center
November 25	DENR Comprehensive Agrarian Reform Program - National Coordinating Office

DECEMBER	
10	Human Rights Day
December 2	Mines and Geosciences Bureau (MGB)
December 9	Office of the Special Projects and Priority Programs
December 16	Manila Bay Coordinating Office
December 23	River Basin Control Office
December 30	Holiday