



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



MEMORANDUM

**FOR/TO : All Officials and Employees
DENR Central Office**

**FROM : The Undersecretary
Organizational Transformation and Human Resources**

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

DATE : July 01, 2024

In compliance to R.A. 8491, otherwise known as the "Flag and Heraldic Code of the Philippines" requiring all government offices to observe Monday flag-raising and Friday flag-lowering ceremonies, all DENR officials and employees are required to attend these ceremonies.

Also, everyone is reminded of the proper conduct during the ceremonies, with emphasis 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 palm over their chest and 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 the assembly shall observe the same deportment or 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 offices are also requested to stand in front of their designated area and to constantly remind members of their team about the mandatory attendance in the ceremonies and proper conduct described above.

For strict compliance.


AUGUSTO D. DELA PEÑA

MEMO NO. 2024 - 618