



OFFICE OF THE MAYOR

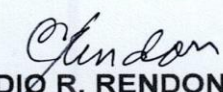
OFFICE ORDER. 02-A
Series of 2024

TO: ALL LGU OFFICIALS AND EMPLOYEES
This Local Government Unit

SUBJECT: FLAG RAISING CEREMONY CY 2024


DATE: JANUARY 03, 2024

1. In compliance with Republic Act No. 8491 otherwise known as *Flag and Heraldic Code of the Philippines* and *CSC MC No. 19, s. 2012 (Observance of Flag Ceremonies)*, all LGU officials and employees are hereby enjoined to observe the flag raising ceremony every Monday, 8:00 in the morning. Relative thereto, as a matter of internal policy of the agency the Local Government Unit of Amulung opted to set a standard official time which is 7:30 every Monday and to suspend the 15 minutes grace period in order to facilitate the conduct of flag raising ceremony.
2. A rotational schedule of in-charge of the flag ceremony shall be followed religiously. (*See Inclosure 1 for the said schedule.*) The in-charge shall facilitate the smooth conduct of the ceremony. (*See Inclosure 2 for the order of rites.*)
3. The General Services Office shall be in-charge of the setting up of amenities (sound system, microphones, extension wires, rostrum, etc.) needed for the effective and efficient conduct of the ceremony.
4. To ensure strict compliance with this directive, attendance monitoring of identified attendees shall be done by the Human Resource Management Office and any violations thereof shall be dealt with accordingly.
5. For your information and compliance.


ELPIDIO R. RENDON
Municipal Mayor

Incl: 1, 2



"Serbisyon may Pus" 



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Inclosure 1

**2024 ROTATIONAL SCHEDULE ON IN-CHARGE
OF FLAG CEREMONY EVERY MONDAY**

MONTH	MONDAY	IN-CHARGE
January 2024	2 nd Monday	MLGOO
	3 rd Monday	General Services Office
	4 th Monday	Local Civil Registrar Office
February 2024	1 st Monday	Office of the Mayor-Tourism Sector
	2 nd Monday	Municipal Health Office
	3 rd Monday	Municipal Budget Office
	4 th Monday	Municipal Agriculture Office
March 2024	1 st Monday	Municipal Planning and Development Office
	2 nd Monday	Municipal Social Welfare and Development Office
	3 rd Monday	Office of the Municipal Mayor
	4 th Monday	Office of the Mayor- BAC
April 2024	1 st Monday	Municipal Budget Office
	2 nd Monday	Office of the Mayor- BPLO/BIR
	3 rd Monday	Office of the Mayor- MDRRMO/MERT
	4 th Monday	Office of the Mayor- MENRO
	5 th Monday	Office of the Mayor- STMO
May 2024	1 st Monday	Office of the Mayor- HRMO
	2 nd Monday	Office of the Municipal Administrator
	3 rd Monday	Office of the Municipal Assessor
	4 th Monday	Office of the Municipal Engineer
June 2024	1 st Monday	Office of the Mayor – PESO/LYDO
	2 nd Monday	Office of the Municipal Accountant
	3 rd Monday	Office of the Municipal Treasurer
	4 th Monday	Office of the Mayor - BEST
July 2024	1 st Monday	Office of the Vice Mayor
	2 nd Monday	Office of the Secretary to the Sanggunian
	3 rd Monday	Office of the Vice Mayor – Ex Officio Office
	4 th Monday	Sangguniang Bayan Office
	5 th Monday	MLGOO



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MONTH	MONDAY	IN-CHARGE
August 2024	1 st Monday	Office of the Mayor-PESO
	2 nd Monday	General Services Office
	3 rd Monday	Local Civil Registrar Office
	4 th Monday	National Heroes Day
September 2024	1 st Monday	Municipal Budget Office
	2 nd Monday	Office of the Mayor-Tourism Sector
	3 rd Monday	Municipal Health Office
	4 th Monday	Municipal Agriculture Office
	5 th Monday	Municipal Planning and Development Office
October 2024	1 st Monday	Office of the Municipal Mayor
	2 nd Monday	Municipal Social Welfare and Development Office
	3 rd Monday	Office of the Mayor- BAC
	4 th Monday	Office of the Mayor BEST
November	1 st Monday	Office of the Mayor- BPLO/BIR
	2 nd Monday	Office of the Secretary to the Sanggunian
	3 rd Monday	Municipal Social welfare And Development Office
	4 th Monday	Office of the Mayor- MDRRMO/MERT
December 2024	1 st Monday	Office of the Mayor- MENRO
	2 nd Monday	Office of the Mayor- STMO
	3 rd Monday	Office of the Mayor- HRMO
	4 th Monday	Office of the Municipal Administrator
	5 th Monday	Rizal Day



"Serbisyon ng Puso"





Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF AMULUNG

SULONG
AMULUNG

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Inclosure 2

ORDER OF RITES

- I. Prayer
- II. Pambansang Awit
- III. Amulung Hymn
- IV. Panunumpa sa Watawat ng Pilipinas
- V. Panunumpa ng Kawani ng Gobyerno
- VI. Devotion
- VII. Announcement/s



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