

2017-12-037



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila 1099

*Eyas*  
MASTER COPY

## MEMORANDUM

**TO : ALL CONCERNED CUSTOMS OFFICIALS AND EMPLOYEES**

**SUBJECT: Schedule of hosting during the Flag Raising Ceremony for 2018**

**DATE : December 21, 2017**

1.0 In line with the hosting of the Calendar Year 2018 Monday Flag Raising Ceremony, the following offices/divisions are scheduled to host the flag raising ceremony as shown in the dates below:

DATE	HOST OFFICE	DATE	HOST OFFICE
January 3	Public Information & Assistance Div.	July 2	Appellate Division
January 8	External Affairs Committee	July 9	Tax Exempt Division
January 15	Interim Training & Development Div.	July 16	BATAS, RCMG
January 22	POM, Formal Entry Division	July 23	POM, Warehousing & Assessment Div
January 29	Risk Management Office	July 30	Revenue Accounting Division (RAD)
February 5	Project Management Office	August 6	Statistical Analysis Division
February 12	Human Resource Management Division	August 13	Bonds Audit Division
February 19	Medical and Dental Division	August 20	Liquidation & Assessment Audit Division
February 26	POM, Informal Entry Division	August 27	POM, Export Division
March 5	General Services Division	September 3	Account Management Office (AMO)
March 12	Central Records Management Div.	September 10	Intelligence Division and Investigation Division
March 19	Planning & Policy Research Division	September 17	Intellectual Property Rights Division
March 26	POM, GTMBWD	September 24	POM, Customs Container Control Div.
April 2	Accounting Division	October 1	Customs Police Division
April 9	Budget Division	October 8	Water Patrol Division
April 16	Valuation and Classification Division	October 15	Radio Communications Division
April 23	POM, MMBWD	October 22	POM, Collection Division
April 30	Warehouse Coordination Division	October 29	X-ray Inspection Project

May 7	Assessment Coordination and Monitoring Division	November 5	Planning and Management Information Division
May 14	Port Operations Coordination Division	November 12	Systems Development Division
May 21	Auction and Cargo Disposal Monitoring Division	November 19	Technical Support Division
May 28	POM, Piers and Inspection Division	November 26	POM, Liquidation and Billing Division
June 4	Export Coordination Division	December 3	Systems Management Division
June 11	Ruling and Research Division	December 10	Project Management Office
June 18	Prosecution and Litigation Division	December 17	Office of the Commissioner
June 25	POM, Bonds Division	December 24	POM, Formal Entry Division

2. The HOST office of the flag raising ceremony is directed to submit to the Commissioner a copy of the program by Thursday of the week before their actual schedule and should fetch the commissioner at least ten (10) minutes before the start of the flag raising ceremony as per memorandum dated November 7, 2017.
3. All HOSTS are encouraged to follow the attached program and guidelines in hosting the flag raising ceremony and encouraged 100% participation and attendance of their respective personnel in all flag raising program.
4. Please be guided by the memorandum that if a Monday be declared holiday or non-working day, the Flag Ceremony shall be held the next working day.
5. For compliance.

  
 ISIDRO S LAPEÑA, PhD, CSEE  
 Commissioner



17-04113  
 DEC 28 2017

Encls: a/s



**FLAG RAISING CEREMONY PROGRAM TEMPLATE  
PROGRAM STARTS AT EXACTLY 7:45AM**

- I. GENERAL PRAYER FOR GUIDANCE IN WORK  
(Ideally non-denominational, include other intentions such as special occasion, calamities or prayer for the dead, etc.)
- II. PAMBANSANG AWIT
- III. PANUNUMPA SA WATAWAT NG PILIPINAS (unison)
- IV. RECITATION OF BOC FRONTLINERS COMMITMENT TO SERVICE (unison)
- V. ANNOUNCEMENTS, NEW ISSUANCES, BY THE CHIEF, CRMD (Central Records Management Division) OR REPRESENTATIVE
- VI. ANNOUNCEMENT OF BIRTHDAY CELEBRATORS/ RETIREES BY THE CHIEF, HRMD (Human Resource Management Division) OR REPRESENTATIVE
- VII. EDUCATIONAL/INSPIRATIONAL/MOTIVATIONAL PORTION
  - a. INTRODUCTION OF GUEST SPEAKER
  - b. MESSAGE OF GUEST SPEAKER
  - c. GIVING OF CERTIFICATE OF APPRECIATION TO SPEAKER (Optional/or if applicable)
- VIII. MESSAGE OF THE COMMISSIONER (Optional)
- IX. MABUNYING ADUANA

**SPECIAL NOTES:**

Master of Ceremony shall be assigned by the HOST DIVISION from their own office/division.

Flag raising ceremony should include a holistic approach to awaken and prepare the body, mind and spirit of the employees for a new week of public service.

**ALL PARTICIPANTS TO THE PROGRAM SHOULD BE ON THE STAGE FIVE (5) MINUTES BEFORE THE START OF THE PROGRAM.**