



## MEMORANDUM

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

**SUBJECT :** Schedule of hosting during the Flag Raising Ceremony for CY 2019

**DATE :** January 07, 2018

- 1.0 In line with the Calendar Year 2019 Monday Flag Raising Ceremony, the following offices/divisions are hereby assigned to host the flag raising ceremony as shown in the scheduled dates below:

DATE	HOST OFFICE	DATE	HOST OFFICE
January 07	Public Information and Assistance Division (PIAD)	April 01	Revenue Accounting Division (RAD)
January 14	Interim Training and Development Division (ITDD)	April 08	BATAS (RCMG)
January 21	Accounting Division	April 15	Customs Police Division (CPD)
January 28	POM, Formal Entry Division (FED)	April 22	Bonds Division, POM
February 04	Budget Division	April 29	Central Records Management Division (CRMD)
February 11	Human Resource and Management Division (HRMD)	May 06	Ruling and Research Division (RAD)
February 18	Risk Management Office (RMO)	May 13	Post Clearance Audit Group (PCAG)
February 25	POM, Informal Entry Division (IED)	May 20	Radio Communications Division (RCD)
March 04	Project Management Office (PMO)	May 27	Public/Private Bonded Warehouse Division
March 11	Medical and Dental Division	June 03	Valuation & Classification Division (VCD)
March 18	Collection Service	June 10	Prosecution and Litigation Division (PLD)
March 25	Warehousing & Assessment Division (WD)	June 17	Appellate Division (AP)
		June 25	Garments/Textile Manufacturing Bonded Warehouse Division

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DATE	HOST OFFICE	DATE	HOST OFFICE
July 01	Water Patrol Division	September 30	Planning and Policy Research Division (PPRD)
July 08	Tax Exempt Division	October 07	X-Ray Inspection Project (XIP)
July 15	Statistical & Analysis Division	October 14	POM, Collection Division
July 22	Miscellaneous Manufacturing Bonded Warehouse Division	October 21	Planning and Management Information Division (PMID)
July 29	General Services Division (GSD)	October 28	POM, Export Division (ED)
August 05	Bonds Audit Division	November 04	Systems Development Division (SDD)
August 12	Liquidation & Assessment Audit Division (LAAD)	November 11	Technical Support Division (TSD)
August 19	Account Management Office (AMO)	November 18	Systems Management Division (SMD)
August 26	Warehousing Inspection Division	November 25	Piers and Inspection Division (PID)
September 02	Intelligence Division & Investigation Division	December 02	Assessment Coordination & Monitoring Division (ACMD)
September 09	Intellectual Property Rights Division (IPRD)	December 09	Export Coordination Division
September 16	Customs Anti Illegal Drugs Task Force (CAIDTF)	December 16	Office of the Commissioner
September 23	Auction and Cargo Disposal Division	December 23	Administrative Division, POM

- 2.0 Head offices/divisions are directed to follow the attached program and guidelines in the conduct of the flag raising ceremony and to ensure 100% participation and attendance of their respective personnel.
- 3.0 Please be guided that if a Monday is declared a holiday or non-working day, the Flag Ceremony shall be held the next working day.
- 4.0 For compliance.

  
**REY LEONARDO B. GUERRERO**  
 Commissioner  
 JAN 21 2019

Enclosures: a/s



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MASTER COPY

**FLAG RAISING CEREMONY PROGRAM TEMPLATE  
PROGRAM STARTS AT EXACTLY 7:30 A.M.**

- 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 NG KATAPATAN SA WATAWAT NG PILIPINAS  
(unison)
- IV. PANUNUMPA NG KAWANI NG GOBYERNO
- V. RECITATION OF BOC FRONTLINERS' COMMITMENT TO SERVICE  
(unison)
- VI. ANNOUNCEMENTS, NEW ISSUANCES, BY THE CHIEF, CRMD  
(Central Records Management Division) or REPRESENTATIVE
- VII. ANNOUNCEMENT OF BIRTHDAY CELEBRATORS/ RETIREES BY  
THE CHIEF, HRMD (Human Resource Management Division) or  
REPRESENTATIVE
- VIII. EDUCATIONAL / INPIRATIONAL / MOTIVATIONAL PORTION
  - a. INTRODUCTION OF GUEST SPEAKER
  - b. MESSAGE OF GUEST SPEAKER
  - c. GIVING OF CERTIFICATE OF APPRECIATION TO SPEAKER  
(Optional or if applicable)
- IX. MESSAGE OF THE COMMISSIONER (Optional)
- X. 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.

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**PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS**

Ako ay Pilipino, buong katapatang nanunumpa sa  
watawat ng Pilipinas,  
At sa bansang kanyang sinasagisag, Na may dangal,  
katarungan at kalayaan  
Na pinakikilos ng sambayanang maka-Diyos, maka-kalikasan,  
maka-tao, at maka-bansa.

**PANUNUMPA NG KAWANI NG GOBYERNO**

Ako ay Kawani ng Gobyerno.  
Tungkulin ko ang maglingkod ng tapat at mahusay.  
Dahil dito, ako'y papasok ng maaga  
at magtatrabaho ng lagpas sa takdang oras, kung kinakailangan.  
Magsisilbi ako ng magalang at mabilis  
sa lahat ng nangangailangan  
Pangangalagaan ko ang mga gamit, kasangkapan  
at iba pang pag-aari ng pamahalaan  
Magiging pantay at makatarungan ang pakikitungo ko  
sa mga lumalapit sa aming tanggapan.  
  
Magsasalita ako laban sa katiwalian at pagsasamantala.  
Hindi ko gagamitin ang aking panunungkulan  
sa sarili kong kapakanan  
Hindi ako hihingi o tatanggap ng suhol.  
Sisikapin kong madagdagan ang aking talino at kakayahan  
upang ang antas ng paglilingkod sa bayan  
ay patuloy na maitaas.  
Sapagkat ako'y kawani ng Gobyerno  
at tungkulin kong maglingkod ng tapat at mahusay  
sa bayan ko at sa panahong ito,  
Ako at ang aking kapwa kawani  
ay kailangan tungo sa isang maunlad, masagana  
at mapayapang Pilipinas.  
Sa harap ninyong lahat  
ako'y taos pusong nanunumpa.

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**FRONTLINERS' COMMITMENT TO SERVICE**

I AM A CUSTOMS OFFICER AND A FRONTLINER,  
I am sworn to serve the public with utmost care, fidelity and  
promptness.

I will perform my duty with excellence to the best of my ability.  
As a public servant, I will uphold the time honored principle  
that public office is a public trust.

I will discharge my duties with the highest degree of  
Integrity, Professionalism, and Competence.

I will serve with courtesy, act with fairness and sincerity and  
provide efficient service to everyone.

I will not discriminate against anyone regardless of race, creed  
or political affiliation.

As a Frontliner of the Bureau of Customs, I will serve with  
honor and dignity.

SO HELP ME GOD.

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**MABUNYING ADUANA\***

Mula daungan hanggang paliparan,  
Sa lahat ng sulok ng kapuluan,  
Aduana ang laging nagtatanod,  
Kaban ay masidlan, buwis para sa bayan.

Mula sa himpapawid hanggang pagawaan,  
Mula sa pantalan tungo sa kalakalan,  
Aduana ang tunay na nag-uugnay,  
Ating Inang Banyan sa sandaigdigan.

Pangalagaan natin ang kapaligiran,  
Pasiglahin natin ang pamilihan,  
Kapit bisig tayong magtulungan,  
Sa pagbubuklod ng ating pamayanan.

Sulong, sulong Aduana, Sa bagong milenyo, bagong umaga,  
Anumang handlang lulupigin, Panganib ma't unos ay dumating.

Tagumpay nati'y iwagayway, Ipagbunyi natin ang bandila,  
Sa lagablab ng libong sulo, Ipagbunyi ang ating Aduana.

Sa dagundong ng malakas na sigaw,  
**IPAGBUNYI AND ATING ADUANA!**

*Lyrics by Mr. Valeriano G. Galang*

*Music by Ms. Myrna Navera*

*\*Champion Hymn "HIMIGSIKAN" December 2002*