

2019_10-011



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

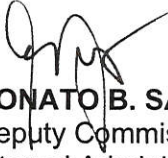
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MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Attendance to the Flag Raising Ceremony

DATE : September 30, 2019

- 1.0 This is to remind all officials and employees of the Bureau of Customs of the policy regarding attendance to the flag raising ceremony.
- 2.0 Pursuant to Republic Act No. 8491, known as the "Flag and Heraldic Code of the Philippines," and the Civil Service Commission Memorandum Circular No. 19, s. 2012 on "Observance of Flag Ceremonies," all officials and employees are required to attend the flag raising ceremony every Monday morning at 7:30AM, or the next working day if Monday is declared a holiday.
- 3.0 Attendance of officials and employees assigned at the Central Office shall be monitored by the Human Resource Management Division (HRMD); while those assigned at the Ports and Sub-ports shall be monitored by their respective Administrative Divisions.
- 4.0 The Deputy Commissioner, Internal Administration Group (for Groups) and the District Collectors (for Ports and Sub-Ports) shall issue a written warning to employees who are habitually absent in flag raising ceremonies. Habitual absence means missing three (3) consecutive flag raising ceremonies or accumulating a total of six (6) absences in three consecutive months without valid explanation. Succeeding offense/s after a written warning has been issued shall be reported to the HRMD for institution of appropriate administrative charge.
- 5.0 Please be reminded that Violation of Reasonable Office Rules and Regulations under light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense, pursuant to Section 50F, Rule 10 of the 2017 Revised Rules on Administrative Cases in the Civil Service.
- 6.0 For guidance and strict compliance.