



**OFFICE OF THE MUNICIPAL MAYOR**  
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**EXECUTIVE ORDER NO. 03 s. 2018**  
**OBSERVANCE OF FLAG RAISING CEREMONY**

**WHEREAS**, pursuant to Republic Act No. 8491, otherwise known as the “Flag and Heraldic Code of the Philippines” on Section 18 stated that all government offices and educational institutions shall henceforth observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem;

**WHEREAS**, pursuant to Memorandum Circular No. 19 s. 2012, issued by the Civil Service Commission, the agency heads enjoined to established internal guidelines to strictly monitor the attendance of their personnel in the flag ceremonies and ensure strict compliance;

**NOW, THEREFORE I, ROLANDO S. BUE**, Municipal Mayor of Gabaldon Nueva Ecija by virtue of powers vested in me by the constitutions, do hereby order;

**ATTENDANCE**

**Section 1.** All municipal officers and employees shall attend the flag raising ceremony every Monday at 8:00 o'clock in the morning;

**Section 2.** Officers and employees that are exempted in attending flag raising ceremony are as follows;

- a. Those who have approved travel order, leave of absences or in sick leave.
- b. Ambulance driver/driver who are in travel and arrived after midnight on the day of the flag raising ceremony.

**Section 3.** The Human Resource Management office shall take charge in the checking of attendance;

**SANCTIONS**

**Section 4.** Appropriate sanctions shall be imposed to discourage habitual absences in Flag Raising Ceremonies.

**Section 5.** “Habitual absence” is defined as follows;

- a. Missing the flag raising ceremony for three (3) consecutive times without justifiable reason;  
or
- b. Missing an accumulated total of six (6) flag raising ceremonies for three (3) consecutive months without justifiable reason.

**Section 4.** The sanction shall be in accordance to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) prescribed actions relative to “Violation of Reasonable Office Rules and Regulations” (Rule 10, Administrative Offenses and Penalties, Section 50F), to wit:

First Offense	: Reprimand
Second Offense	: Suspension of one (1) to thirty (30) days
Third Offense	: Dismissal from the service

This Executive Order shall take effect immediately.

Done in the Municipality of Gabaldon, Nueva Ecija this 8<sup>th</sup> day of January in the year of our Lord Two Thousand and Eighteen.

**(SGD) ROLANDO S. BUE**  
Municipal Mayor