



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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January 3, 2022

OFFICE ORDER
No. 2

TO : ALL OFFICIALS AND EMPLOYEES
ALL CONTRACT OF SERVICE
This Office

FROM : THE OFFICE OF THE EXECUTIVE DIRECTOR

SUBJECT : GUIDELINES GOVERNING THE CONDUCT OF FLAG CEREMONY
AND FLAG RETREAT

Pursuant to Republic Act No. 8491, Flag and Heraldic Code of the Philippines CSC Memorandum Circular No. 19 series of 2012, the guidelines governing the conduct of observance of flag ceremony and flag retreat shall be implemented as follows:

- 1. Coverage.** This guideline covers all permanent and Contract of Service personnel of this Agency
- 2. Schedule of Flag Ceremonies.** As an expression of nationalism and as a constant reminder for employees to be exemplary public servants, the Agency shall have a flag raising ceremony at exactly 8:30 AM of every Monday or the next working day if Monday is declared a holiday and flag-lowering ceremony at exactly 4:00 PM of every Friday or the last working day of the week if Friday is declared a holiday via Zoom Virtual platform. In this regard, FB Live Stream is hereby suspended.
- 3. Activities.** Every flag ceremony and flag retreat shall have at least the following activities:

Flag Ceremony	Flag Retreat
Recitation of "Harmony Prayer"	Prayer/ Invocation
Singing of the "Lupang Hinirang"	Singing of the "Pilipinas kong Mahal"
Recitation of "Panunmpa sa Watawat;"	Announcement (if any)
Recitation of "Panunumpa ng Lingkod Bayan"	
Recitation of "The FPA Quality Policy"	
Presentation/Discussion of the the Weekly Value Focus for 2022 by the assigned division/unit which shall not exceed 10-15 minutes	



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Flag Ceremony	Flag Retreat
Presentation of insights from the topic by the Division Chiefs/ Unit Heads	
Message from the Executive Director/ Deputy Executive Directors (if any)	
Announcement (if any)	

4. Hosting. The hosting of flag ceremony shall be rotated among divisions/units of the Agency.

- 4.1.** While over-all coordination of the Flag Raising Ceremony and Flag Retreat rests with the Human Resources Section (HRS), actual hosting of the activity shall be rotated weekly, among the various divisions/units of the FPA. The weekly flag ceremonies and flag retreats will be hosted by the certified attendees of the Council for the Restoration of Filipino Values' (CRFV) Values Restoration Program: Annual Capacity Building Batch VII listed in Annex 'A';
- 4.2.** All division/units shall take turns in leading the flag ceremonies and discuss the Weekly Value Focus for 2022 aligned with the Civil Service Commission's "Patriotism, Integrity, Excellence, and Spirituality (PIES)" sequence listed in 'Annex B'; and
- 4.3.** The host division/unit shall be responsible for coordinating with Planning, Management, and Information Division's (PMID) Information Unit relative to logistics, information to be shared and other arrangements necessary for the smooth and befitting conduct of the ceremony.

5. Attendance and Monitoring. All officers and personnel, regardless of official work schedule, shall attend every flag raising ceremony.

- 5.1.** Any personnel who failed to attend three consecutive flag ceremonies shall submit a written explanation to his/her immediate superior/ Division Chief and the HRS;
- 5.2.** The HRS shall notify any personnel who incurred three (3) consecutives absences through written warning;
- 5.3.** Division/ Unit heads are responsible in ensuring attendance of their respective personnel during flag ceremonies;
- 5.4.** Existing work-arrangements (i.e. flexi-time) are deemed suspended during flag ceremony days; and
- 5.5.** The HRS shall monitor and keep a record of attendance to the Flag Ceremony and Flag Retreat through the google form attendance sheet.

6. Sanctions. Corresponding sanctions shall be adopted to discourage habitual absences in Flag Ceremonies

- 6.1.** Habitual absence is defined as follows:
 - ✓ Missing the Flag Ceremony for three (3) consecutive events;
 - ✓ Missing an accumulated total of six (6) Flag Ceremonies in three consecutive months.

7. **Exclusion.** Absence from the Flag Ceremony due to Official Business (OB) or leave-of-Absence (LOA) shall not be counted relative to the determination of habitual absence as defined in Section 6.1. provided that a copy of the duly approved OB slip or Application for Leave of Absence (ALA) is presented to HRS within the last working day before the scheduled Flag Ceremony.

EFFECTIVITY

This Order shall take effect immediately and shall remain in force unless superseded by an appropriate issuance. Likewise, all issuances inconsistent with these guidelines shall be deemed superseded.

For your information and strict compliance.


WILFREDO C. ROLDAN
Executive Director



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**CERTIFIED ATTENDEES OF THE COUNCIL FOR THE RESTORATION OF FILIPINO VALUES’
(CRFV) VALUES RESTORATION PROGRAM**

NAME	DESIGNATION	DIVISION/ UNIT
Anjaneth B. Palcutilo	Administrative Assistant III	OED
Lourdes R. Conde	Agriculturist II	NCR
Elizabeth R. Perlado	Agriculturist II	FOCU
Mike P. Cuento	Agriculturist I	FRD
Jayar V. Rivera	Agriculturist I	PRD
Sharmaine D. Tecson	Chemist III	LSD
Camille-Mai M. Valles	Administrative Officer IV	PMID
Madonna Bella C. Flavier	Administrative Officer V	FAD
Agusto M. Nagayang	Agriculturist II	RFU CAR
Arwin A. Cardenas	Agriculturist II	RFU I
John Mark A. Manangan	Agriculturist II	RFU II
Robilyn O. Sarmiento	Agriculturist II	RFU III
Jocelyn E. Baduyen	Agriculturist II	RFU IV
Gabriel B. Atole	Supervising Agriculturist	RFU V
Ryan G. Gelladula	Agriculturist II	RFU VI
Sunday B. Flores	Agriculturist II	RFU VII
Claudette Mae C. Terciño	Agriculturist II	RFU VIII
Paulyne Kim M. Alfuentes	Agriculturist II	RFU IX
Lorna S. Sajol	Agriculturist II	RFU X
Louie T. Palarao	Agriculturist II	RFU XI
Joey B. Pascua	Agriculturist II	RFU XII
Jeyson S. Atillo	Agriculturist II	RFU CARAGA

FERTILIZER AND PESTICIDE AUTHORITY
VALUES RESTORATION PROGRAM
Weekly Value Focus Schedule for 2022

WEEK	DATE		VALUE FOCUS	DESIGNATED DIVISION/UNIT
1	JANUARY	3	Patriotism	RFU VI
2		10	Integrity	RFU VII
3		17	Excellence	RFU VIII
4		24	Spirituality	RFU IX
4		31	Commitment/Dedication	RFU X
5	FEBRUARY	7	Accountability	RFU XI
6		14	Decisiveness	RFU XII
7		21	Obedience	CARAGA
8		28	Selflessness	CAR
9	MARCH	7	Equality	RFU I
10		14	Submissiveness	RFU II
11		21	Repentance	RFU III
12		28	Cooperation	RFU IV
14	APRIL	4	Purity	RFU V
15		11	Diligence with Focus	RFU VI
16		18	Faith	RFU VII
17		25	Concern	RFU VIII
18	MAY	2	Faithfulness	RFU IX
19		9	Value for Work	RFU X
20		16	Humility	RFU XI
21		23	Interdependece	RFU XII
22		30	Reliability	CARAGA
23	JUNE	6	Leadership	OED/FOCU/NCR
24		13	Conviction	FRD
25		20	Freedom	PRD
26		27	Justice	LSD
27	JULY	4	Resourcefulness	PMID
28		11	Forgiveness	FAD
29		18	Righteousness	CAR
30		25	Self-Reflection and Analysis	RFU I
31	AUGUST	1	Sense of Responsibility	RFU II
32		8	Prayerfulness	RFU III
33		15	Courage	RFU IV
34		22	Discipline and Order	RFU V
35		30	Perseverance	RFU VI
36	SEPTEMBER	5	Charity	RFU VII
37		12	Word of Honor	RFU VIII
38		19	Trust	RFU IX
39		26	Wisdom	RFU X
40	OCTOBER	3	Godliness and Holiness	RFU XI
41		10	National Pride	RFU XII
42		17	Transparency	CARAGA
43		24	Originality	OED/FOCU/NCR
43		31	Reverence and Fear of God	FRD

WEEK	DATE		VALUE FOCUS	DESIGNATED DIVISION/UNIT
44	NOVEMBER	2	Promotion of Common Good	PRD
		7	Respect for Life	LSD
45		14	Humor and Joyfulness	PMID
46		21	Peace	FAD
47		28	Unity and Fellowship	CAR
49	DECEMBER	5	Taming the Tongue	RFU I
50		12	Thankfulness and Greatfulness	RFU II
51		18	Praise and Worship	RFU III
52		26	Forgiveness	RFU IV