



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Brgy. Semba, Datu Odin Sinsuat, Maguindanao
TeleFax # (064) 552 - 2796



MEMORANDUM

Office Order No. 690
Series of 2016

TO : ALL HEADS OF OFFICES & ALL REGULAR AND MOA AND CONTRACTUAL PERSONNEL

FROM : THE REGIONAL SECRETARY

SUBJECT : FLAG CEREMONY & FLAG RETREAT

DATE : April 12, 2016

You are hereby directed to attend the flag ceremony at RESWAD Compound every Monday morning of every month and the flag retreat every Friday afternoon of every month.

Also, please note the following:

1. All programs and projects are required to give a 5-minute update on their respective program implementation and activities every after the flag ceremony and flag retreat;
2. All regular employees are required to wear their uniforms and office ID;
3. All contractual and MOA Workers are required to wear their shirts which corresponds to the prescribed color of the day and office ID; and
4. Attendance is a **MUST**.

The flag ceremony shall commence on **April 18, 2016, 8:00 AM** at the RESWAD Office ground.

For your information and strict compliance.

Jefas
BARMANANI G. KAPIN
OVP STAFF
Sawal ransin
bfrom 04/13/2016

RAHIMA DATUMANONG-ALBA

RAHIMA DATUMANONG-ALBA
AD-11
ADMIN DIV
04-17-16
1:40 PM
on training @ GENSTON

Rahim
ADEVERA C. NICO, REED
4-14-16 (Posilion)

received by: *[Signature]* 4-13-16
SPANISHA R. LUBRANBAN
Planning STAFF
Received by: *[Signature]*
Commergency: *[Signature]*
SEP - mce 4/15/16

Received by: *[Signature]*
JEHANNAH M. BANUCOLA
PATMANA MKLF

Recd: *[Signature]*
ASACC OFFICE