



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF TAGBILARAN CITY  
City of Tagbilaran



January 9, 2017

DIVISION MEMORANDUM  
NO. 04, s. 2016

**DISSEMINATION OF CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 6, s. 2016**  
(Awareness Campaign in Support of ASEAN Community 2015 and the Philippines Chairmanship of ASEAN 2017)

TO: All Division Chiefs, Education Program Supervisors  
Public Schools District Supervisor  
Public Elementary School and Secondary School Heads  
All Others Concerned

1. In compliance to DepEd Memorandum No. 3, s. 2017 dated January 6, 2017 entitled “**Dissemination of Civil Service Commission Memorandum Circular No. 6, s. 2016 duly supported with Civil Service Commission No. 6, s. 2016 dated February 2, 2016 entitled Awareness Campaign in Support of ASEAN Community 2015 and the Philippines Chairmanship of ASEAN 2017**, this Office releases to the field these communications for your information and consideration.
2. Please read attach memorandum for complete information.
3. For your guidance and compliance.
4. Immediate and wide dissemination of this memorandum is highly needed.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

06 JAN 2017

DepEd MEMORANDUM  
No. **3**, s. 2017

**DISSEMINATION OF CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 6, S. 2016**  
(Awareness Campaign in Support of ASEAN Community 2015 and the Philippines' Chairmanship of ASEAN 2017)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the **Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2016** dated February 29, 2016 entitled *Awareness Campaign in Support of ASEAN Community 2015 and the Philippines' Chairmanship of ASEAN 2017*.
2. For more information, all concerned may contact the **International Cooperation Office (ICO)**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-6463 or through email address: [ico@deped.gov.ph](mailto:ico@deped.gov.ph).
3. Immediate dissemination of this Memorandum is desired.

**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

CAMPAIGN  
EMPLOYEES  
OFFICIALS  
TEACHERS

SMMA/DM Dissemination of CSC MC 6, s. 2016  
0943/December 21, 2016



MC No. 06, s. 2016

### MEMORANDUM CIRCULAR

**TO :** HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Awareness Campaign in Support of ASEAN Community 2015 and the Philippines' Chairmanship of ASEAN 2017

It may be recalled that in 2013, the Civil Service Commission issued CSC MC No. 16, s. 2013, encouraging government agencies to promote ASEAN awareness through the regular display of the ASEAN flag in government offices beginning August 2013 in celebration of ASEAN Week. In 2014 and 2015 (through CSC MC No. 16, s. 2014 and CSC MC No. 10, s. 2015), agencies were enjoined to participate in a nationwide simultaneous flag-raising ceremony led by the Department of Foreign Affairs in commemoration of ASEAN Day. The flag-raising ceremony program included the hoisting of the ASEAN flag and the singing of the ASEAN Anthem.

With the formal establishment of the ASEAN Community on December 31, 2015 in accordance with the Kuala Lumpur Declaration on the Establishment of the ASEAN Community signed by the ASEAN Leaders during the 27<sup>th</sup> ASEAN Summit, cultivating awareness of ASEAN has become more crucial in preparing the Philippines to take advantage of, and strengthen its capacity to adjust to, the expected deeper level of integration in the region.

In view of the foregoing, and in support of preparations leading to the Philippines' Chairmanship of ASEAN in 2017, the Civil Service Commission hereby enjoins heads of agencies to help spread awareness on ASEAN by, among others, participating in the information campaign and the conduct of programs and activities towards this end, including the following:

1. Posting of the enclosed materials on ASEAN in their respective agency websites.
2. Display of ASEAN Community banners (copy attached).
3. Inclusion of the singing of the ASEAN Anthem in the first flag ceremony of the month. Specifications and protocols on the use of the ASEAN flag, and a recording/musical score of the ASEAN Anthem may be secured from the ASEAN website ([www.asean.org](http://www.asean.org)). Agencies are further reminded to observe existing laws and rules on the hoisting and display of the national flag. Considering that most


office buildings have only one flag pole which is used for the Philippine Flag, heads of offices are advised to use indoor Philippine and ASEAN flags attached to similar poles with a base for the flag ceremony. The ASEAN flag shall be displayed on the right side of the Philippine flag (from the audience' perspective). A sample program is attached as Annex A.

4. Sharing of information on ASEAN (e.g. updates on ASEAN-related activities, trivia, informative videos etc.) during such flag-raising ceremony and other employee fora to help raise awareness among their officials and staff. Additional information materials on ASEAN may be secured from the ASEAN Website, Department of Foreign Affairs (Office of ASEAN Affairs), the Presidential Communications Operations Office (PCOO) through its attached agencies the Philippine Information Agency (PIA) and the Philippine Broadcasting Service (PBS), and the People's Television Network (PTV).

In addition, government officials and employees are encouraged to wear ASEAN-inspired attire, coinciding with the conduct of the flag-raising ceremony mentioned above.

The Department of Education (DepED), Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA) are likewise encouraged to enjoin educational and training institutions – both public and private, nationwide – to adopt similar activities to raise awareness among the members of the faculty, students and other stakeholders.

CSC Field Offices will be monitoring agency compliance on this matter.

  
ALICIA dela ROSA-BALA  
Chairperson

29 FEB 2016

#### **ANNEX A: Sample Program for Flag Raising Ceremony**

- Prayer
- Hoisting of the Philippine flag and singing of Lupang Hinirang
- (Hoisting of the ASEAN Flag and) Singing of the ASEAN Anthem
- Panunumpa sa Watawat
- Panunumpa ng Lingkod Bayan
- Sharing of Information on ASEAN
- Sharing of agency-related information/updates on agency matters
- Message from Agency Head
- Awit ng Serbisyo Sibil